



JOB OPENING

Position: Operations & Outreach Manager (F/T)

Job Description: The Operations & Outreach Manager (OOM) oversees organizational operations and strategic internal/external communication channels to ensure seamless functioning. The OOM will assist in increasing visibility of Project Coyote, its programs and advocacy efforts. The OOM will report to the Executive Director, and work closely with staff, consultants, volunteers and advisors. This is an exciting opportunity to join a highly effective organization. The Operations and Outreach Manager will be instrumental in supporting the organization's expansion in a fast-paced environment during a time of strategic growth.

About Project Coyote*: Project Coyote's mission is to promote coexistence between people and wildlife through education, science, and advocacy. Visit us at ProjectCoyote.org.

Job Duties:

Outreach Management:

- Manage telephone and email communication inquiries to Project Coyote from supporters, donors, the public, media, etc., and distribute to appropriate Project Coyote internal channels, field representatives and volunteers.
- Liaise with Project Coyote field representatives and volunteers and assist in the coordination of their activities.
- Contribute to creation and execution of organization's external communications and outreach efforts including e-alerts, e-newsletter and blog, website posts, e-appeals, grant proposals, grant reports and other marketing, fundraising, and advocacy materials.
- Leverage Salsa/CRM to advance and maximize public and donor outreach.
- Work with Social Media Intern and team to develop and execute innovative and effective digital marketing and campaign outreach initiatives across social media platforms.

- Respond to donors promptly and ensure supporter letters and related communications are up to date.
- Represent Project Coyote at key live events, including coordinating with event sponsors, preparing exhibit tables, engaging and supervising volunteers, updating website Events page, and coordinating all related social media posts with assistance from social media team.
- Manage Project Coyote's presence at online events by coordinating with external event sponsors and Project Coyote team members, preparing electronic files, creating and managing Zoom event (if relevant), ensuring appropriate information is added to website Events page, and overseeing related social media posts with assistance from social media reps.
- Assist in other event coordination including workshops, conferences, and fundraising events.

Operations Management:

- Manage donor database (CRM/Salsa), including ensuring that all non-automated donations (checks, etc.) are entered promptly and supporter information is current and complete.
- Manage and streamline organization's internal documents and records with Google Drive & Google Drive Calendar.
- Maintain and organize hard copy and electronic files for foundation, corporate, and individual donors in Google Drive/Docs.
- Manage vendors, accounts, and supplies; ensure office rent/bills paid on time, etc.
- Provide backup and support to Executive Director, as needed.
- Enthusiastically take on other duties as assigned.

Skills, Qualifications & Experience:

- Excellent interpersonal and organizational skills required
- Minimum of three years' experience in communications/outreach, development/marketing, operations, or related fields preferred, ideally in a non-profit setting
- Excellent writing, editing, and proofreading skills required
- Commitment to meeting strict deadlines and showing consistent follow-through on assignments
- Detail-oriented with ability to perform tasks with an exceptional degree of accuracy and timeliness

- Ability to multitask, “wear many hats,” and work effectively with a team as well as work independently while achieving results
- High-energy, positive, “can-do” attitude, with high degree of initiative and commitment to getting the job done
- Experience coordinating and managing volunteers preferred
- Ability to maintain professional demeanor in all communications, even in controversial or emotional situations
- Graphic design skills a plus
- Working knowledge of digital marketing, donor relations, and/or public relations preferred
- Working knowledge of and facility with Microsoft Office, Google Drive/Docs, and Salsa or similar CRM program
- Strong belief in the mission and values of Project Coyote
- Proficiency in social media: Facebook, Twitter, Instagram, etc.

Compensation: Competitive salary based on experience; comprehensive benefits package through fiscal sponsor Earth Island Institute, including medical, vision and dental insurance, 11 paid holidays per year, paid vacation, and sick leave.

**Project Coyote is a fiscally sponsored project of Earth Island Institute, a 501(c)3 nonprofit, public interest, membership organization that supports people who are creating solutions to protect our shared planet. EII provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.*

Location: Project Coyote offers a flexible work environment with Mill Valley, CA in-office and home schedule; remote location will be considered for exceptional candidate.

Start date: Open until filled.

To apply: Please send a letter of interest, CV/resume, and writing sample by email to: info@projectcoyote.org. Please type “Operations & Outreach Manager” in the subject line.