



Position Description

Title:	Operations Associate
Position Type:	Employee
Hours:	Variable: 30 – 40 hours per week
Compensation:	Hourly wage, to be determined
Reports to:	Executive Director

The Operations Associate supports the Executive Director and Spur's Board of Directors in the achievement of Spur's goals. The primary purpose of the position is to ensure the timely and quality execution of administrative tasks essential to Spur's activities on multiple fronts, as described in the scope of duties below. Because Spur is a start-up organization, this position will be expected to participate in the innovation, implementation and refinement of processes and procedures that will be foundational to Spur's success.

Scope of Duties:

- Finance
 - Perform basic bookkeeping functions such as processing of Accounts Payable and Receivable.
 - Generate reports
- Fundraising
 - Enter and maintain donor and prospect information and activity in Spur's database (contact management and activity tracking, including contributions, cultivation, and stewardship)
 - Process donations
 - Compose and send gift acknowledgements, appeals and solicitations
 - Generate reports
- General Administration
 - Prepare correspondence, informational material and policy documents
 - Generate and maintain lists of stakeholders (Board, Advisors, partners, media, etc.)
 - Perform Office manager functions such as purchasing supplies, ensuring the proper maintenance of equipment and the cleanliness of the office
 - Pick up and send mail from Ketchum Post Office
- Granting
 - Correspond with current and prospective grantees
 - Create and maintain grant processes for grant applications, evaluations, & grantee follow-up reporting in Spur's grants management system
 - Participate in granting committee due diligence and meeting, contributing to grantmaking decisions
- Marketing and Communications

- Assist with the writing and distribution of press releases and monthly newsletters through MailChimp
- Meetings and events (small scale typically 5-20 people, occasionally much larger)
 - Scheduling
 - Attendance tracking
 - Set-up & logistics
 - Prepare documents and meeting materials
 - Prepare minutes and follow-up correspondence
- Research (internet-based searches & phone calls)

Skills and qualifications:

- A sincere interest in the nonprofit sector and the well-being of our community
- Strong written and verbal communication skills
- Attention to detail and ability to produce reliably accurate work-product
- Ability to work collaboratively with staff and volunteers
- Robust computer skills with Microsoft 365 programs for word processing, spreadsheets and presentation and with Adobe Creative Cloud applications
- A knack for developing processes that achieve efficient workflow and quality outputs.
- Ability to manage diverse tasks according to timelines
- Versatility with both quantitative and qualitative information and with routine and non-routine tasks.
- Creativity, imagination and personal initiative
- An entrepreneurial spirit and “can-do” attitude that will thrive in a fast-growing business.

About Spur

Spur Community Foundation is a charitable organization with the mission to inspire effective philanthropy for the Wood River Valley. We seek to expand funding to the nonprofit sector, foster excellence and accountability among local nonprofits, and assist donors with their giving. Since incorporating in 2016, Spur has been quietly proving its concept and establishing a model for its services. In those four years, we have taken in over \$5 million in donations and granted out \$3 million to a total of 78 nonprofit organizations. Our growth has been exponential, with almost 50% of the income and grant activity happening in last year. For more information please visit SpurFoundation.org

*To apply, please send a resume and cover letter to tara@spurfoundation.org.
We are accepting applications until Monday, May 3rd.*