



Job Title: Operations Director
Employer: Guidestone
Job Status: Full-time Employee – 40 hours/ week (FTE)
Pay Rate: \$22/ hour
Reports to: Executive Director

About Guidestone

Guidestone is a 501(c)3 non-profit organization growing a vibrant agricultural future through education, community building and partnerships. Guidestone serves farmers, educators, youth, and the community by providing farm and ranch based education programs and supporting and growing the capacity of agricultural resources to help ensure a secure agricultural future.

Overall Expectations

- Uphold Guidestone’s mission, vision, values and financial objectives as determined by the Board of Directors.
- Work collaboratively, with integrity and respect for fellow employees, partners, and our communities.
- Embrace personal responsibility and accountability for the position.

Job Summary

Guidestone’s Operations Director is responsible for working closely with the Executive Director to meet organizational objectives, assist in the development of long-term operational strategies, and manage all systems and processes that Guidestone uses every day, including administrative tasks, data management and metrics tracking, marketing and communications, finance, human resources, fundraising, events, community relations, volunteer recruitment, donor cultivation and management support, and program implementation support.

Principal Responsibilities

Administration/ Finance/ Human Resources

- Review and update guiding documents annually, including policies, handbooks, and waivers.
- Develop, maintain and increase efficiency of internal systems.
- Maintain organization of files, supplies, and office environment.
- Support financial processes through making deposits and preparing bill payments.
- Be responsible for maintaining sound financial practices.
- Support the Executive Director in identifying, documenting and maintaining appropriate HR Systems (bookkeeping, health insurance, payroll, accounting services, etc...)

Fundraising

- Support implementation of an annual fundraising plan, and fundraising activities as needed and required. Manage donor database (Little Green Light) and support Executive Director in donor and sponsor communications and outreach.
- Work closely with the Executive Director and Program Staff in writing grants and grant reports.
- Track grant data and report due dates and support program staff in meeting grant deadlines.



Marketing & Communications / Community Relations

- First point of contact for office phone and general email communications.
- Create and disseminate monthly eNewsletter.
- Support social media engagement.
- Work closely with Guidestone staff and contracted marketing professional on the development of event and program graphics needs and marketing/ communications timeline.
- Prepare materials for and participate in community events, discussions, committees, and outreach.
- Serve as spokesperson and represent the programs and point of view of the organization to agencies, organizations, and the general public.

Events

- Farm to Table Dinner and Pumpkin Patch & Harvest Festival - Support all aspects of event development, implementation, management and safety.
- AgriSummit – Participate in planning committee meetings and assist with all aspects of event implementation.

Additional Responsibilities

Planning and Program Implementation

- Support Education and Interpretation program development, implementation, and evaluation to ensure high quality and effective programs are developed to meet diverse audience needs for safety and enjoyment.
- Assist with communications to participants.
- Support the management of all program registrations

Fundraising/ Finance/ Human Resources

- Help cultivate quality and lasting relationships for the organization with its top individual, corporate, foundation, and government contributors and partners.
- Work with the Executive Director, Staff, and Board in developing and managing an annual budget.
- Research and support the implementation of diversity, equity, and inclusion guidelines designed to ensure fair and equitable treatment for all.
- Maintain a climate that attracts, keeps, and motivates a diverse staff and volunteer team of top quality people.
- Work with the Executive Director and Program Directors to train and support any onsite staff team members.

Marketing & Communications/ Community Relations

- Work closely with the Executive Director to maintain positive ongoing relations with primary partners.
- Establish sound working relationships and cooperative arrangements with community groups and like-minded organizations.
- Support volunteer coordination on an ongoing basis, such as Community & School Farm work days, service learning groups, events, and special projects.
- Seek knowledge on best practices and trends in the fields of marketing, communications, website development, social media, outreach, and fundraising.

Job Interrelationships:

- Guidestone Executive Director and Staff
- Guidestone Board of Directors
- Volunteers, Americorps members and Interns
- Guidestone Funders & Donors



- Community & Organizational Partners
- General Public

Desired Skills and Abilities:

- Excellent organization and management skills, and ability to handle multiple tasks and roles, patiently and professionally.
- Excellent writing skills and detail-oriented a must.
- Experience managing and improving administrative and HR systems.
- Experience in grant writing, fundraising, and program implementation with the ability to support the growth of the organization.
- Ability to develop and execute events in an efficient manner.
- Proven ability to communicate effectively (verbal and written) with multiple audiences ranging from Guidestone Staff and Board to funders, community partners, the public, and volunteers.
- Proficient with MS Office suite, Google Drive and other computer-based support programs.

Desired Behavioral Traits and Attitudes:

- Team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self-motivated. Passionate about Guidestone's mission and the organizations program themes and objectives; environmentally concerned and aware.

Special Requirements:

- Additional time may be required as necessary, including occasional weekend and evening work, long hours, or travel.

Minimum Qualifications:

- Bachelor's degree or equivalent experience in Non-Profit Management, Experiential Education, Environmental Studies, Biology, Geology, Education, Sustainable Agriculture or related field.
- At least 3-years experience working in a nonprofit setting, or in another office setting/ in an administrative capacity.
- At least 1-years experience with event planning and execution, and other types of community engagement.
- Experience with the following or similar online platforms: Google Suites, Microsoft Office, Adobe, Instagram/Facebook, Little Green Light (or similar donor management system), online registration systems, Canva, Flickr.
- First Aid/ CPR Certifications or ability to obtain.

Special Requirements:

- Must have a reliable mode of transportation to the work site
- Additional time may be required as necessary, including occasional weekends or evenings

To apply, please email a cover letter and resume to: **Andrea Coen, Guidestone Executive Director**
andrea@guidestonecolorado.org

Application Deadline February 1 | Position start date early-mid February