



## Operations & Admin Manager/Senior Manager (DOE)

---

### About the Nature and Wildlife Discovery Center

The Nature and Wildlife Discovery Center (NWDC) is a 501(c)(3) nonprofit organization committed to fostering environmental stewardship and community health through nature education, wildlife rehabilitation, and outdoor recreation. For over 50 years, NWDC has been a vital resource for individuals and families seeking to connect with the natural world.

NWDC operates across two unique campuses in Southern Colorado:

- The Mountain Campus in Beulah—a 611-acre wilderness setting offering immersive outdoor education, nature-based programming, and conservation initiatives.
- The River Campus in Pueblo—a 40-acre site along the Arkansas River that serves as a hub for environmental education, wildlife rehabilitation, and community recreation.

Through hands-on learning experiences, public programs, and partnerships, NWDC serves thousands of visitors annually, including students, educators, researchers, and outdoor enthusiasts.

For more information, visit [www.hikeandlearn.org](http://www.hikeandlearn.org)

---

### POSITION OVERVIEW

The **Operations & Administration Manager/Senior Manager** is a **new role** at NWDC, designed to strengthen internal operations and support the organization's continued growth. Reporting to the Executive Director, this in-person role is responsible for human resources, operational systems, risk management, volunteer coordination, and overall office administration. The selected candidate's **title and salary will be dependent on experience**, with opportunities for professional growth within NWDC.

This is an in-person position and will be based at either our Pueblo or Beulah office and may require travel between both locations as needed. The specific office location will be discussed with the selected candidate.

---

### CORE DUTIES AND RESPONSIBILITIES

#### Core Competencies

- **Communication:** Clear, timely, and effective written and verbal communication.
- **Teamwork:** Collaborative spirit and positive contribution to team dynamics.
- **Service:** Dedication to providing exceptional service to staff, partners, volunteers, and donors.
- **Initiative & Accountability:** Proactive in identifying opportunities for improvement and delivering results.
- **Organizational Leadership:** Ability to manage internal systems, mediate issues, and support strategic initiatives.

## Human Resources

- Manage new employee onboarding, ongoing training, and professional development.
- Oversee employee benefits administration and ensure compliance with HR policies.
- Facilitate annual reviews, exit interviews, and performance management processes.

## Operations & Risk Management

- Assist in developing annual and quarterly operational plans aligned with NWDC's strategic objectives.
- Implement key performance indicators and maintain up-to-date policies, internal controls, and IT systems.
- Oversee insurance policies, and state certifications, and ensure proper document retention.

## Volunteer Coordination

- Develop and manage a volunteer program that supports NWDC's diverse departments.
- Coordinate volunteer schedules and engagement while maintaining accurate records.

## Organizational & Office Management

- Act as a bridge between staff and leadership, ensuring clear communication and alignment.
  - Implement and manage internal systems to improve efficiency and team productivity.
  - Oversee and coordinate staff meetings and retreats.
  - Provide direct support to the Executive Director, assisting with project management, strategic planning, and administrative needs.
- 

## QUALIFICATIONS

- Bachelor's degree in a relevant field.
- **Manager level:** two-three years of professional experience in operations or administrative management.
- **Senior Manager level:** Three to five years of progressive experience in operations, HR, or nonprofit management.
- Proficiency with office technology and software platforms; experience with NEON CRM a plus.
- Excellent organizational skills and attention to detail.
- Experience handling confidential information and managing sensitive issues.
- A commitment to furthering NWDC's mission in environmental stewardship and community health.

## Additional Requirements

- Ability to lift up to 25 pounds.
  - Flexibility to travel between campuses and work occasional evenings/weekends.
  - Experience working in variable outdoor conditions is a plus.
- 

## COMPENSATION AND BENEFITS

This is a full-time, non-exempt position with a salary range of \$41,000–\$43,000 for the Manager level or \$44,000–\$48,000 for the Senior Manager level, commensurate with experience. NWDC offers a comprehensive benefits package for full-time employees (after a 60-day waiting period), including:

- Health insurance (60% employer-paid)
- Dental and vision insurance available (employee-paid)
- Paid time off (vacation, holidays, and sick leave)
- Life Insurance (employer-paid)
- 401(k) plan with employer match
- Flexible scheduling may be considered after the probationary period
- Opportunities for professional development and career growth

---

## HOW TO APPLY

Interested candidates should submit a pdf. Packet that includes the following:

1. A cover letter detailing their interest in the role and relevant experience.
2. A resume with three professional references.

Applications will be accepted until the position is filled. To apply, please email [taylor@hikeandlearn.org](mailto:taylor@hikeandlearn.org) with "Operations & Administration Manager Application" in the subject line.