



Office Manager Position

Full Time

Reports to: Executive Director

About Protect Our Water Jackson Hole

Protect Our Water Jackson Hole (POWJH) is a 501(c)(3) nonprofit organization dedicated to protecting and restoring the quality of surface and groundwater in Teton County, Wyoming. POWJH works at the intersection of science, policy, education, advocacy, and community-based solutions.

Position Summary

POWJH seeks an experienced, organized Office Manager to oversee the day-to-day administrative and financial operations of the organization and provide critical logistical support across the POWJH team.

This is a hands-on position for someone who takes ownership, anticipates needs, builds systems, and follows responsibilities through to completion. The Office Manager will serve as the organizational backbone of POWJH, ensuring that bills are paid, contracts are current, financial records are organized, administrative systems function smoothly, and important deadlines do not fall through the cracks.

The position will work closely with the Executive Director and support Development, Communications, and program staff. The successful candidate will be comfortable managing multiple priorities independently and will bring the experience and judgment necessary to take responsibility for POWJH's administrative operations with minimal supervision.

Financial & Administrative Operations

The Office Manager will oversee the day-to-day financial, administrative, and organizational systems that keep POWJH running effectively. This role requires strong attention to detail, sound judgment, and the ability to independently manage recurring responsibilities, maintain accurate records, coordinate with external service providers, and ensure that important deadlines and organizational obligations are met. The Office Manager will:

- Manage the organization's accounts payable and financial record-keeping processes.
- Coordinate closely with POWJH's bookkeeping firm.
- Receive, file, and distribute quarterly financial reports as needed.

- Maintain and organize annual budgets and related budget documents.
- Track grant expenditures and restricted funds in coordination with program and development staff to ensure alignment with approved budgets and funding restrictions.
- Manage grant invoicing, reimbursement requests, financial documentation, and financial reporting requirements.
- Maintain organized financial and administrative records consistent with nonprofit best practices.
- Oversee recurring organizational obligations, including office lease requirements, insurance policies, subscriptions, software licenses, service agreements, and vendor contracts.
- Maintain a master organizational calendar that includes Board and committee meetings, reporting deadlines, renewals, and other key commitments.
- Maintain organizational policies, corporate records, contracts, personnel files, and other administrative documentation.
- Identify and implement opportunities to improve administrative systems, workflows, documentation, and organizational efficiency.

Development Support

The Office Manager will provide the administrative infrastructure necessary to support POWJH's fundraising and donor stewardship efforts, allowing the Development Director to focus more heavily on donor relationships, fundraising strategy, grant development, and stewardship. The Office manager will:

- Maintain accurate donor and constituent records in POWJH's CRM, including gifts, contact information, and other relevant information.
- Process and record contributions and produce and send donor acknowledgments and tax receipts.
- Support donor communications, including mailings, appeals, stewardship materials, event communications, and other development correspondence.
- Maintain accurate mailing and email lists and assist with list segmentation for donor outreach.
- Coordinate logistics for events, including invitations, RSVPs, materials, vendors, event setup, and follow-up.
- Assist with the annual development calendar of appeals, grants, donor communications, events, and stewardship activities.

Communications Support

Working with POWJH's Communications Director and outside marketing contractors, the Office Manager will help ensure that POWJH's communications systems and outgoing messages are organized, accurate, and timely. The Office manager will:

- Maintain accurate organizational email lists and constituent contact information across POWJH systems.
- Assist with newsletters, event announcements, program updates, and social media.
- Coordinate administrative and logistical needs associated with public events, educational programs, meetings, and outreach activities.
- Help maintain an organization-wide communications calendar to reduce duplication, improve coordination, and ensure timely distribution of messaging.

Who We're Looking For

This is not an entry-level administrative position. POWJH is seeking someone who has successfully managed administrative and financial responsibilities in a professional environment and is comfortable taking ownership of systems and processes. The ideal candidate:

- Has significant experience in office management, operations, and bookkeeping support
- Is exceptionally organized and detail-oriented and enjoys creating order and systems.
- Demonstrates initiative and does not require constant direction
- Can manage competing deadlines and follow responsibilities through to completion.
- Is comfortable working with financial information, invoices, contracts, budgets, spreadsheets, and administrative records.
- Exercises excellent judgment and discretion with confidential information.
- Communicates professionally and effectively with staff, board members, donors, vendors, contractors, and community partners.
- Is technologically capable and comfortable learning and managing multiple software platforms.
- Is proficient with Google Workspace; has experience with donor databases/CRMs, accounting systems, email marketing platforms, and project-management tools is strongly preferred.
- Enjoys being part of a small, collaborative team where everyone contributes
- Believes in POWJH's mission and wants their work to help protect Jackson Hole's water resources.
- Nonprofit experience is a plus, but demonstrated judgment, reliability, and the ability to take ownership of the role matter more than a specific degree or background.

Position & Compensation

This is a full-time position based in Jackson, Wyoming. Compensation will be commensurate with experience and responsibilities. Full-time employees receive benefits, including health insurance.

To Apply

Please submit a resume and letter of interest describing your relevant experience and why you are interested in joining Protect Our Water Jackson Hole. Email to: phil@protectourwaterjh.org. Please insert the Office Manager Application and your name in the subject line.