

POSITION ANNOUNCEMENT

Title: Crane's Nest Manager



Status: Exempt, Full-Time, Permanent

Salary: \$36,400 - \$41,600, commensurate with skills and experience

Position Location and Environment: The Crane's Nest Manager position is based at FOMR's Nature Center & Store located at Malheur National Wildlife Refuge Headquarters, 32 miles SSE of Burns, Oregon.

About Us: The Friends of Malheur National Wildlife Refuge (FOMR) was formed in 1999 and is an independent non-profit 501(c)3 corporation with the mission of supporting Malheur National Wildlife Refuge. FOMR promotes conservation and appreciation of natural and cultural resources at Malheur Refuge through education, advocacy, and on-the-ground stewardship. Our projects aim to improve wildlife habitat, provide public education opportunities, an enhance the Refuge's visitor experience. FOMR's Board of Directors is lead in partnership with their Executive Director (ED). Learn more about FOMR at www.malheurfriends.org and our social media accounts, @MalheurFriends.

POSITION DESCRIPTION

I. Crane's Nest Nature Center & Store Retail Management: The Crane's Nest Manager (CNM) will support the day-to-day operations of the Nature Store including ordering and tracking inventory, managing pricing and stock control, maximizing profitability and meeting sales targets. The CNM will prepare monthly sales reports and engage in managing the store budget. On a regular basis, the CNM will work closely with the FOMR Treasurer to maintain inventory/procurement records, invoices, income/expenses, and deposit reports. In the store and via email, the CNM will engage with visitors/customers and manage queries and complaints. FOMR has an online store in which stock must be managed and sales will be fulfilled in a prompt manner. The CNM will work with the ED on marketing and promotion of the Crane's Nest and online stores through the monthly newsletter, social media, and outreach opportunities as they arise.

II. Crane's Nest Volunteer Management: The Nature Store is largely staffed by volunteers who are invaluable to store operations. The CNM will be responsible for the training and ongoing support of Crane's Nest volunteers. Coordination of volunteer schedules to keep the store staffed 7 days/wk from March 1st – October 31st will require the CNM work store shifts when volunteers are unavailable. The candidate will maintain a volunteer database of volunteer history, hours, interests, etc. Working closely with the ED, the CNM will develop, implement, and evaluate the Volunteer Program on an annual basis in order to update and manage volunteer policies and procedures. The CNM should be committed to growing and diversifying the volunteer base and the opportunities available to them.

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III. Other Duties as Assigned: FOMR is a small organization with diverse mission driven projects and programs. The nature of this position will be to occasionally support activities that are not outlined above in the primary responsibilities. These duties may be associated with event planning, etc.

V. Staff, Board, and Partner Communications: The CNM will report to the ED who works closely with Malheur Refuge staff and reports to the FOMR Board of Directors.

Qualifications:

- Commitment to the mission and values of Friends of Malheur National Wildlife Refuge, Malheur National Wildlife Refuge, and the National Wildlife Refuge System.
- Demonstrated ability to work independently and collaboratively as needed.
- Retail experience including inventory and cash management and generating reports.
- Leadership experience working with volunteers or on a diverse and collaborative team.
- A team player who is an enthusiastic, creative, self-motivated, critical thinker with strong organizational and math skills.
- Ability to work weekends and evenings when necessary.
- Experience with fundraising, networking, and event planning a plus, but not necessary.
- Ability to work with and interact with diverse peoples.
- Reliable transportation and an ability to be timely and dependable is a must.
- Candidate must be a US Citizen.

To Apply (email submissions preferred): Please send a cover letter, resume, PT or FT employment preference, and references with the subject line "Crane's Nest Manager" to friends@malheurfriends.org.

Prior to submission, interested candidates are encouraged to review FOMR's website, www.malheurfriends.org for background on our organization.

Professional references should include at least two people who can speak to the applicant's experience relative to the position requirements. We require pre-employment background checks.

Friends of Malheur National Wildlife Refuge is an equal opportunity employer.

Closing Date: Open until filled.