

# EMPIRE RANCH FOUNDATION



The Empire Ranch Foundation is actively seeking an Administrator to support a non-profit organization working in partnership with the Federal Bureau of Land Management. You will serve as the first impression for the Empire Ranch Foundation and the BLM. The Administrator actively plans all events and Foundation activities, provides physical support to the Ranch work days, as well as organize volunteers to support and complete numerous preservation projects, and educational activities at Empire Ranch. Working as a full-time exempt employee, you will provide support to the Foundation Board becoming an integral member of the team. You have the opportunity to perform diverse functions including event management, fundraising, grant writing, publicity, volunteer coordination, and special projects. You are the link between the Bureau of Land Management, The Foundation and the community. You must be productive from your home office.

## **Foundation Values and Culture**

The purpose of the Empire Ranch Foundation is to protect, restore and sustain the Empire Ranch historical buildings and landscape as an outstanding western heritage and education center. We value the Western culture and ranching heritage. Our hands-on attachment to the Empire Ranch can be seen in our volunteers, our relationship with the Bureau of Land Management and our many partners in providing the best in western heritage education to our community.

## **Job Responsibilities**

- Manage and coordinate the Foundation's many special events
- Provide hands-on support to the Foundation and the BLM in support of the Empire Ranch
- Perform administrative responsibilities including scheduling, notification, recording minutes for all meetings, preparing member correspondence, be the conduit of information between all entities and the archivist, managing files, creating reports for the BLM and the Foundation
- Maintain member/volunteer database, track membership and dues payments, prepare membership appeals and thank you correspondence
- Create communications via all social media, member mailings and newsletters for the Foundation.
- Be the lead contact for all events/fundraisers, work days, board meetings, member inquiries and the BLM.

If you're the right person for this opportunity, you will have previous experience providing event management, administrative support, volunteer coordination and database management using Microsoft Office from your home office.

## **Qualifications and Skill Requirements**

- Relevant Bachelor's degree, or equivalent combination of education and experience
- Five years of related non-profit administrative experience
- Three years of event management experience
- Public Speaking and Organizational skills
- Ability to adapt to a changing environment and handle multiple priorities from a home office.
- Excellent writing and analytical skills.
- Ability to communicate at all levels of the foundation and community.
- Ability to lift and move tables and chairs, set up small tents, handle landscaping equipment
- Microsoft Office, Social Media experience necessary
- A true love of the western ranching lifestyle a must

## **Salary and Benefits**

Salary: \$38,000.00 to \$42,000.00 /year. No health benefits are offered at this time.

Must operate a home office in the Tucson, AZ or close vicinity area. Please send cover letter with resume.

**Job Type:** Full-time

### **Experience:**

- Event Planning: 3 years (Required)
- Administrative: 5 years (Required)
- Management: 3 years (Required)
- Non Profit: 5 years (Required)

### **Application Procedures:**

To apply for the position send a cover letter and resume to [admin@empireranchfoundation.org](mailto:admin@empireranchfoundation.org). Applications received by June 28, 2019 will receive first consideration.