OPERATIONS AND DATA ASSOCIATE – GRADES OF GREEN

Do you dream in data? Join the Grades of Green team and turn your dreams into a reality. We are looking for a detail oriented, collaborative, and multi-faceted operations and data specialist to collect, analyze and bring Grades of Green's extraordinary environmental impacts to life.

ABOUT GRADES OF GREEN

Grades of Green, a nonprofit, educates and empowers students to take action and lead environmental change. We mentor young people around the world and provide them with the leadership skills, resources, and connections they need to solve today's environmental challenges.

POSITION SUMMARY

The Operations and Data Associate will ensure Grades of Green runs like clockwork and that program, funder and event data is collected accurately and effectively. They will be a key member of the administrative team, supporting the implementation, reporting and management of all data and CRM systems. This position will provide significant assistance across multiple departments including administration, programs, marketing, partnerships, and fundraising, requiring a high level of organization as well as functional knowledge of various software solutions and technologies. This position reports to the Executive Director, works closely with the Programs and Marketing/Communications Teams and has opportunity for growth and advancement within Grades of Green.

OVERALL RESPONSIBILITIES

Operations/Administration

- Assist in the effective administration of organization operations, including IT, Human Resources, Accounting, and Databases
- Assist with donor, sponsorship and grant management, tracking, reporting and correspondence
- Accounting assistance: QuickBooks entry and outside audit requests
- Support the hiring process, including coordinating job posts and reference checks
- Support the onboarding of new employees and offboard exiting employees.
- Support in preparation of agendas and decks for team and board meetings
- Participate in and record team and program meeting notes
- Support other administrative tasks as needed

Development

- Support the tracking and management of donors, sponsors and fundraising events
- Research and recommend new grant opportunities, foundations and corporations
- Support external communication with donors, sponsors, and Board of Directors
- Manage backend data through GiveSmart tracking for all events and annual Gala (October 12, 2023) of ticketing, silent/live auctions, revenue and in-kind donations
- Manage data collection at events and Gala for check-in/out donations, and auctions
- Research, assist in design of and implement an affiliate marketing program

Data Management
- Manage the collection, quality assurance and reporting on all data sources, including:
    - Program Impact Data
    - Funding and Event Data
    - Administration and Operations Data
- Oversee and manage Grades of Green's various data-related software solutions and CRMs, including, Google's G-Suite, Outlook, Sharepoint, GiveSmart and others
- Generate high-quality, engaging reports on data verticals to support Grades of Green's recruitment, fundraising, marketing and administration efforts
- Collaborate closely with the Programs Team to collect, analyze, and report on ongoing programs by tracking student participation, environmental impact, and other metrics
- Support the development and implementation of staff training programs on various CRM, data collection, and storage solutions
- Provides organization's technology support and training
- Assists with website upkeep and updates
- Research topics, issues, schools, and partnerships as needed
- Other duties and special projects as assigned

REQUIRED SKILLS

- Bachelor's degree and 1+ years of data management and analysis experience or Associates Degree and 2+ years of data management and analysis experience
- Proficient knowledge of computer programs including Word, Excel, Outlook, PowerPoint, Google Docs
- Exemplary data collection and analytical skills
- CRM and Sharepoint experience preferred (training can be provided)
- Highly organized with high attention to detail and the ability to effectively and efficiently manage deadlines, multiple projects and tasks
- Desire to take on new projects and adept at learning new systems, software and technologies
- Adaptable and able to maintain flexibility in completing projects and tasks
- Ability to work independently and as a team
- Growth mindset
- Commitment to a diverse, equitable, and inclusionary environment

WE GOT YOUR BACK

- Salary: $50,000-$55,000 (DOE)
- Health benefits and 401K with match
- Generous number of paid holidays, vacation, and sick days
- Office located in El Segundo CA with 1-2 work from home days per week

INTERESTED?

- Please submit a resume and cover letter to: info@gradesofgreen.org. We will respond to all resumes with a cover letter.