

**Classification:** Year-round / Full-Time / Salary / Exempt

**Reports to:** Director of Operations & Advancement

**Works closely with:** Operations Team and all cross-functional teams

**Purpose of Operations & Development Coordinator Position:**

This position supports YAA's mission of directing people to Jesus Christ and developing them to reflect His character by coordinating administrative systems and development tasks. This position helps the Director of Operations & Advancement carry out approved plans and strategies through accurate record-keeping, clear communication, organized logistics, and dependable follow-through. The role combines internal administrative support with donor stewardship, fundraising events, grants, guest and family-facing interactions and Capital Campaign support as needed.

**Key Responsibilities:**

**1. Administrative and Operational support:**

- a. Support daily office operations and staff communication: Handle correspondence and phone inquiries, maintain office supplies and equipment, coordinate office maintenance. Train staff as needed in administrative tools such as Canva, Microsoft Office, Excel.
- b. Coordinate staff meetings and follow-through: Prepare agendas and materials for leadership and department meetings, record decisions and assignments, and track completion of action items. Gather updates from program, guest services, kitchen, facilities, and development staff for leadership review.
- c. Maintain YAA's shared calendar: Coordinate dates for summer camps, rental groups, family camps, LEAP, fundraising events, and staff activities. Flag overlapping property use, staffing needs, and preparation deadlines so department leaders can resolve conflicts.
- d. Maintain policies and operational records: Organize shared files, staff handbooks, approved policies, forms, and procedures for camp registration, rental groups, purchasing, onboarding, and event preparation. Track recurring administrative deadlines. Maintain daily check log; and reconcile Camp Store and concessions cash boxes as needed.
- e. Coordinate purchasing and inventory: Process approved orders for office supplies, program materials, event supplies, and Camp Store and Outpost merchandise as assigned. Maintain purchasing and inventory records.
- f. Support year-round and seasonal staff onboarding: Collect required employment paperwork, coordinate orientation and training schedules, track required background checks and training completion, and maintain confidential personnel records under leadership direction. Help department leaders prepare for incoming summer staff.
- g. Coordinate information across departments: Work with office and registration staff to share current camper and rental-group counts, arrival schedules, special diet requests, and other planning details with kitchen, program, and guest services leaders. Track changes and outstanding information before groups arrive.
- h. Track rental requests and event preparation: Route inquiries to the responsible staff member and follow up on completion.

**2. Donor Records and Stewardship:**

- a. Maintain donor profiles, gifts, pledges, communication preferences, and relationship notes in YAA's designated donor system.
- b. Prepare timely gift acknowledgments and approved pledge reminders; reconcile donor records with finance staff and flag discrepancies.
- c. Maintain a stewardship calendar; draft thank-you messages, donor updates, and appeal materials for leadership review.

### **3. Fundraising and event planning and execution:**

- a. Coordinate event plans under the Director's direction: Translate goals for YAA's annual events into detailed timelines, preparation checklists, staff assignments, and event schedules.
- b. Manage event logistics: Communicate with vendors and YAA departments to confirm responsibilities and deadlines
- c. Track expenses and complete event follow-up: Maintain expense records against the approved budget, coordinate thank-you communications and gather attendance and fundraising results. Participate in post-event debriefs and document key takeaways.

### **4. Story Telling**

Employment in this non-profit organization requires individual buy in and ownership for our success expressed through personal storytelling and fundraising invitations. YAA intentionally sets an annual operating budget based upon 20% to 30% of our income being generated through donations from a variety of sources. Full-time staff participating in this effort through well told stories of the meaningful work on a quarterly basis supports YAA's financial need and deepens our shared value and passion around the good we are doing. Each year this position will be asked to prayerfully consider and commit to raising \$ 15,000, which will inform our budget.

### **Supervisory Responsibilities:**

This position works alongside of as well as for many other people including guests, staff, seasonal staff, campers and volunteers. As such this position requires an eagerness to serve and support others; people smarts with developed interpersonal skills; and the ability to lead with impeccable organizational and time management skills.

### **Minimum Qualifications:**

1. Must be a believer in Jesus Christ as their personal savior and be able to uphold the statement of faith set forth by the Christian and Missionary Alliance Church.
2. Must be a detail-oriented person with strong organizational skills while creating an environment that is inviting for other staff to engage in.
3. Must have a high aptitude for gathering needed information and discerning appropriate solutions as new problems and needs present themselves.
4. High school diploma or equivalent required; bachelor's degree preferred.
5. Proven experience (minimum 1-2 years) in office administration or related field
6. Basic understanding of technology and comfortable learning and utilizing various software programs.

### **Working Conditions/Physical Requirements:**

The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. This position periodically requires climbing ladders, hiking uneven terrain, and lifting exceeding 25 pounds.

### **Approximate time required by position:**

This is a full-time, 40 hours/week position with a requirement to be available to work weekends and both shorter and longer than eight hour shifts depending on seasons.

### **Approximate salary package:**

Dependent on Experience.