



Evergreen Youth & Family Services is a dedicated nonprofit organization committed to improving the lives of youth and families in our community. We provide a range of services including counseling, housing assistance, educational support, and advocacy to help young people and their families thrive. We are looking for a dynamic, resourceful, and highly organized Director of Executive Operations to join our team and support the Executive Director in day-to-day operations while also managing donor relations, communications, grant coordination, event management, and social media.

JOB DESCRIPTION

JOB TITLE: Director of Executive Operations

SUPERVISOR: Executive Director

TYPE: Full-time/Non-Exempt

SUMMARY: The Director of Executive Operations will be a key strategic partner to the Executive Director (ED), providing high-level administrative support and overseeing the operational functions that support the organization's mission and goals. This role is essential to ensuring the efficient running of the ED's office while also advancing Evergreen Youth & Family Services' development, communications, and community engagement efforts. The Director of Executive Operations will be responsible for managing a variety of administrative and operational tasks, including donor management, social media content creation, event planning, grant coordination, and general office operations.

RESPONSIBILITIES:

1. Executive Support & Administration

- Provide comprehensive administrative support to the ED, including calendar management, travel coordination, meeting preparation, and correspondence.
- Act as a liaison between the ED and other staff, stakeholders, donors, and community members.
- Prepare meeting minutes, reports, presentations, and other documents for the ED as needed.
- Assist with the ED's daily tasks and assist with prioritizing key projects and deadlines.
- Oversee the maintenance of organizational files, records, and other administrative systems.
- Other duties as assigned by the ED.

2. Donor Relations & Fundraising Support

- Assist with donor stewardship and engagement, including tracking donor interactions and ensuring timely follow-ups.
- Help coordinate fundraising campaigns and donor events, ensuring donor recognition and engagement efforts are aligned with Evergreen Youth & Family Services' mission.
- Maintain and update the donor database, ensuring accurate and up-to-date records.

- Work with the ED and other Leadership Team members to prepare materials for donor meetings and fundraisers.

3. Grant Coordination

- Help prepare and manage grant proposals, applications, and reports.
- Ensure timely submission of all required grant documentation and follow-up materials.
- Maintain a calendar of grant deadlines and assist in tracking progress on active grants and reporting.

4. Communications & Social Media

- Oversee Evergreen Youth & Family Services' social media presence, including content creation, scheduling posts, and engaging with followers across platforms.
- Work with the ED to develop newsletters, press releases, and other communication materials.
- Assist in maintaining the organization's website, ensuring content is current and relevant.
- Collaborate with ED to create compelling content to share the organization's impact and foster community involvement.

5. Event Management

- Assist with planning, coordinating, and executing fundraising events, donor appreciation activities, and community engagement events.
- Assist in managing event logistics, including securing venues, organizing volunteer staff, and coordinating vendors.
- Ensure events align with organizational goals and create positive, memorable experiences for participants.
- Help track event budgets and ensure events are cost-effective and impactful.

QUALIFICATIONS:

1. Must have a bachelor's degree in communications, marketing, business administration, or related field, and a minimum of 3 years of experience in executive support, donor management, event planning, or nonprofit administration.
2. Preference will be given for experience with fund raising, nonprofit management, event planning, grant reporting, and analysis.
3. Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Creative Suite (Acrobat Pro, Illustrator, etc.), Canva, and experience with donor management databases (e.g., Charity Proud, etc.), and social media platforms (LinkedIn, Facebook, Instagram, YouTube, TikTok)
4. Excellent verbal and written communication skills.
5. Strong organizational skills and attention to detail.
6. Ability to manage multiple projects simultaneously and meet deadlines.
7. Familiarity with social media platforms and online content management.
8. Experience in grant writing and reporting is a plus.
9. A passion for the mission of Evergreen Youth & Family Services and a deep commitment to serving youth and families in the community.
10. Must successfully pass a drug and/or alcohol test.
11. Must be able to be insured on agency's auto insurance policy.
12. Must maintain agency, co-worker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act for all past, present, and future clients.

13. Must not be disqualified by an Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website and must pass a National Sex Offender Registry check.

Personal Attributes:

- **Proactive & Solution-Oriented:** Ability to anticipate the needs of the Executive Director and the team, take initiative, and solve problems effectively.
- **Collaborative:** Ability to work well within a team and with various stakeholders, fostering a positive and productive working environment.
- **Confidentiality:** Proven ability to handle sensitive information with discretion and maintain confidentiality.
- **Flexible & Adaptable:** Comfortable with shifting priorities and managing multiple tasks in a fast-paced environment.
- **Passionate & Mission-Driven:** Commitment to supporting the mission of Evergreen Youth & Family Services and advancing the well-being of youth and families.

COMPENSATION: \$21.97 -30.21 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

TO APPLY: Please visit www.evergreenyfs.org to apply on-line. To be considered for the position applicants should submit a cover letter, resume, and application on-line, or mail to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

DEADLINE: This position will be open until filled.

Physical Demands:

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The employee must be able to lift up to 35 pounds.

EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS
AN EQUAL OPPORTUNITY EMPLOYER / ADA