



Title: Business Operations Coordinator
Reports to: Chief Administrative Officer
Starting Salary: 4a: \$36,000 - \$40,000 DOE
Location: Durango, CO
Status: Full Time, Exempt, Regular
Benefit Eligible: Full Benefits per Personnel Policies

Date: April 2019

Summary:

The Business Operations Coordinator is responsible for key operational activities such as insurance, purchasing, inventory, and documentation functions. The Coordinator ensures compliance with government procurement regulations; maximizes cost-savings as a nonprofit, tax-exempt organization; provides excellent customer service to our program staff and vendors; and oversees internal compliance with standard operating procedures. The Coordinator is part of the organization's collaborative and welcoming Central Staff team.

Essential Responsibilities and Functions:

Procurement

- Maintains expertise in federal procurement regulations
- Develops and implements procurement policies in compliance with federal requirements and makes updates as needed
- Determines expenses required to follow procurement procedures and assists staff in preparing bids and making vendor selections with a focus on minority and women-owned and local businesses
- Maintains electronic records of procurement processes and documents
- Trains program staff in procurement procedures

Purchasing and Inventory

- Positions Conservation Legacy for cost-savings opportunities and simplifying operations by identifying vendors based on volume, quality, availability, etc.
- Negotiates rates and agreements with vendors and assists in attaining necessary expense documentation
- Develops purchasing procedures, coordinates with staff on IT purchases, and ensures adherence from staff
- Manages and tracks leasing agreements and needs
- Maintains an inventory of Conservation Legacy-owned equipment, including vehicles
- Coordinates with staff on disposal and replacement of equipment, ensuring compliance with federal requirements
- Assists finance staff with maintaining depreciation schedules

Insurance

- Secures estimates and negotiates with insurance brokers on all insurance coverage except employee health and health-related insurances
- Maintains updated policies and coverages and conducts staff training as needed
- Administers insurance claims and closes out cases when complete
- Provide worker's comp training and updates to program sites as needed
- Secures Certificates of Insurance for organization and program activities

Facilities

- Monitors all of Conservation Legacy owned and leased facilities for insurance, improvements, and management functions
- Serves as Conservation Legacy's primary point of contact with building management company and space needs including office assignments, furnishings, supplies, equipment, regular and ongoing cleaning expectations, keys, parking permits, etc for Durango-based operations.

Procedures

- In coordination with other staff, develops and updates standard operating procedures, purchasing guidelines, and facility needs documentation
- Makes procedures available to staff through a variety of readily-accessible platforms
- Ensures compliance through training, one-on-one conversations, and other communication channels

Other

- Other duties as assigned

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Business Operations Coordinator is required to sit, stand, walk, speak and hear. The Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Coordinator may be required to lift 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Minimum of 2 years of experience in business, accounting, or purchasing.
- Experience with nonprofits or government agencies.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Proficient in Microsoft Office Suite, databases, other technology.
- The ability to develop and explain policies.
- Minimum of educational experience: AA.
- Valid driver's license and an insurable driving record.
- Must be able to pass the organization's criminal history background check requirements.
- Creative and innovative.

Preferred Qualifications:

- Previous experience with a Corps or youth serving organization.
- Completed educational experience: BA.
- 5 or more years of experience in procurement or purchasing.

To Apply: Send Cover letter and resume to: tmalone@conservationlegacy.org

Application review begins May 6, 2019

Updated April/2019

T. Malone