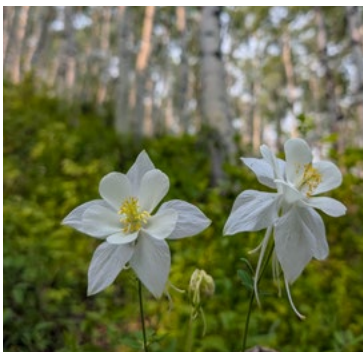


OPERATIONS MANAGER

Leadership Opportunity



WHO WE ARE

Wilderness Workshop is a community-based organization working to protect the public lands of Colorado's Western Slope and build an engaged constituency in support of public land conservation and stewardship. We rely on science, grassroots activism, communications, and law and policy as the primary tools in our toolbox.

From our office in Carbondale, we work to defend and protect 8.5 million acres of public lands across western Colorado, including treasured landscapes such as the Thompson Divide, Flat Tops, Dolores River Canyons, Roan Plateau, and North Fork Valley.

Founded in 1967, Wilderness Workshop has earned a national reputation for passionate, strategic advocacy, effective grassroots activism, and scientific authority. We are a trusted leader in the conservation community, and we work collaboratively with local, regional, and national partners toward a shared vision for a healthy, ecologically intact planet.

We are committed to ensuring public lands are accessible and enjoyable for all, and that equity and justice are centered in public lands management. As an organization, we are similarly working to become more inclusive and diverse and ensure we, and our work, are representative of the communities we serve.

We now seek a passionate, committed, dynamic Operations Manager to join our highly talented team.

OUR MISSION

Wilderness Workshop's mission is to protect the wilderness, water, and wildlife of Western Colorado's public lands.

THIS IS HOW THE OPERATIONS MANAGER MAKES A DIFFERENCE

Wilderness Workshop's mission is to protect the wilderness, water, and wildlife of western Colorado's public lands. At its core, our work consists of convincing land managers, Congress, local elected officials, and the public to make conservation-minded decisions regarding our public lands. The Operations Manager ensures our staff and organization have the resources and support to effectively carry out our mission. The Operations Manager develops and manages critical functions and systems at the organization, including our information technology, human resources, and administrative work as part of creating a solid foundation from which to advance our mission to protect public lands. The Operations Manager provides critical support to our board and Executive Director. Examples of important processes that the Operations Manager is responsible for include the database which supports all our events, advocacy, and fundraising; our employee benefit programs; and receiving and processing donations. Without these and other important job responsibilities, we would not have the information, resources, or tools to successfully advocate for and protect public lands.



THIS IS WHAT SUCCESS LOOKS LIKE AT WILDERNESS WORKSHOP

We engage in a wide range of issues to achieve our mission, and there's no shortage of exciting efforts underway at any given time. Here are some of the things we're particularly proud of right now:

Protecting the Thompson Divide – After more than a decade of activism, our community secured a 20-year ban on new oil and gas leasing in the Thompson Divide in 2024. We're now working to keep this protection in place and pass federal legislation to permanently protect the area through the Colorado Outdoor Recreation and Economy (CORE) Act.

No dams in wilderness – Our work continues to fight and organize against a proposal to build a dam that could inundate the Holy Cross Wilderness and divert Western Slope water to the Front Range. Each year we help host an event that documents the rich biodiversity in the area's extensive wetlands.

Advocating for local wilderness – We've galvanized a movement in our surrounding counties to designate new wilderness areas and other congressional designations. We are actively working with our federal delegation to engage stakeholders and craft legislation to increase protections for federal lands threatened by the Trump Administration.



Defiende Nuestra Tierra – In 2018, we launched our Defiende Nuestra Tierra (Defend Our Land) initiative to build relationships with the Roaring Fork and Colorado River Valley’s Latino communities and partner with those communities to protect public lands. The initiative has achieved a number of successes, including launching the first-ever Spanish-language map of public lands in the region, working with the Forest Service to install bilingual signs in the Maroon Bells Snowmass Wilderness, and receiving the Forest Service’s “Cultural Diversity Award” for our annual Latino Conservation Week event, which brings together large numbers of participants from across the region to celebrate and experience our local public lands.

Defending 2 million acres in western Colorado – Oil and gas development needs to be on an equal footing with conservation. On roughly two million acres in western Colorado, from the Upper Colorado River to the Utah line, we fought for protections for iconic landscapes and ensured oil and gas development will be limited for the next 20 years.

THIS IS WHAT IT TAKES TO DO THE JOB

We are a mission-driven organization, and having a solid operational foundation is critical to us achieving our goals. Qualified candidates will have a proven track record of operational and administrative work to support the functioning of a non-profit or business. Familiarity with office management, information technology, non-profit compliance, and fundraising are key. Ideal candidates will be detail- and systems-oriented thinkers with experience in managing databases, organizational functions and systems, events, and employee benefit programs. If this type of work in support of protecting Colorado’s public lands sounds exciting to you, we encourage you to apply, even if you don’t have all of the qualifications (listed below).



WORKING AT WILDERNESS WORKSHOP AND LIVING IN OUR REGION

Wilderness Workshop offers its staff a close-knit, relatively casual work environment that is focused on results and impact. We are passionate about our work, creative, and like to work collaboratively, both internally and externally. Successful members of the team are self-starters, life-long learners, community builders, and enjoy the nimbleness of a smaller organization that acts quickly to take advantage of new opportunities. English is the predominant language spoken around the office and in meetings both internally and with partner organizations.

The Roaring Fork and Colorado River Valleys stretch from the top of Independence Pass, through many interconnected towns and communities surrounded by public lands. The breadth and depth of recreation and cultural amenities found in our community are second to none. Every town in our region provides incredible access to public lands and nearly endless opportunities to ski, snowshoe, hike, bike, fish, camp, climb, and kayak just out the back door. In addition to outdoor opportunities, the area offers nationally recognized art and cultural institutions, unique businesses, a mix of public and private educational institutions (public, private, and non-traditional for both K-12 and higher education), places of worship, and many nonprofits and volunteer opportunities.

Wilderness Workshop is headquartered in Carbondale, which offers a community-oriented, small-town feel, nestled in the larger Roaring Fork Valley. With many events and networking opportunities, the growing, close-knit community extends visitors and new residents a hearty welcome. While finding housing can be challenging, there is a growing housing stock and a variety of options and opportunities, from downtown Carbondale to more rural settings or other towns within a 20-45 minute drive.

THESE ARE THE REWARDS

The salary range for the Operations Manager is \$66,000-102,000

Compensation will reflect the applicant's qualifications and previous experience. We believe time in the field is motivating, inspiring, and critical to our success as advocates – and we create space for our employees to experience the places we are working to protect. Relocation support is also available for qualified candidates who are ready to move to our mountain community.



Photo courtesy: Third St. Center, Carbondale

Our benefits include:

- Generous paid leave starting at 20 days per year for the first 3 years, then 25 days paid leave per year after that
- Eleven paid federal holidays per calendar year
- Paid sick leave of 6 days per year, maximum accrual of 10 days annually
- 403(b) workplace retirement plan with 2% employer contribution and up to 6% employer match
- Monthly health stipend of \$800/mo.
- Access to workplace health, dental, vision, and basic life insurance plans by United HealthCare
- Paid family leave up to 12 weeks per qualifying event through Colorado state FMLI program
- Flexible work schedule and options for occasional remote work
- Eligibility for paid 3-month sabbatical leave after 5 years on staff full time
- Opportunities for ongoing professional development and job-related training
- Reimbursement for RFTA bus pass when used for transportation to/from WW offices and job-related functions
- Annual salary evaluation



READY TO APPLY?

Qualified candidates are encouraged to apply by submitting the following materials to

Jobs@ wildernessworkshop.org with the subject line: "Operations Manager." If possible, please submit all materials in one PDF.

- Letter of interest (this letter should outline how your past experiences provide you with the skills and qualifications to fulfill the responsibilities of the job)
- Current resume
- Salary requirements

Applications will be received on a rolling basis, with a preference given to applicants who apply by **October 18th, 2026**. All applications are to be submitted electronically.

Please visit us at www.wildernessworkshop.org to learn more about the work of Wilderness Workshop.

POSITION DESCRIPTION

Operations Manager

Reports to: Executive Director

FLSA: Exempt

Compensation: \$66,000 - 102,000

Position Summary

In support of Wilderness Workshop's mission to protect public lands, the Operations Manager is responsible for managing the organization's administrative and operational systems and practices and providing logistical support to WW's staff and programmatic work. Key elements of this work include managing WW's databases, the physical office space, benefits programs, and the organization's technological, administrative, and compliance needs and records. The Operations Manager provides foundational support for WW's fundraising program and directly supports the Executive Director. The Operations Manager also supports event production and maintains relationships with vendors. The Operations Manager may work with all staff members to ensure activities are coordinated, and projects are managed accordingly.

Primary Responsibilities

Operational:

- Supports Wilderness Workshop's fundraising program and staff by:
 - Managing intake of donations, including gift entry, generating acknowledgement letters, depositing checks, and maintaining records in coordination with WW's accountant.
- Manages and maintains Wilderness Workshop's member, donor, and advocacy database, conducts data entry and maintenance, and supports other staff in their use of the database.
- Supports Wilderness Workshop staff in planning and production of events and related logistics.
- Acts as the first point of contact for Wilderness Workshop's office, including answering phones, distributing mail, and working with outside vendors and contractors.
- Manages the physical office, including liaising with the landlord and related staff and maintaining the organization's inventory of supplies, equipment, and merchandise.

Administrative:

- Maintains organizational records, registrations, insurance, and memberships.
- Supports the Executive Director by:
 - Managing logistics of board and staff meetings, retreats, trainings, workshops, and other events.
 - Supports the Executive Director in executing other special projects.
 - Supports board members with technical, logistical, and informational requests.
- Selects and administers employee benefit programs along with the Executive Director.
- Manages Wilderness Workshop's information technology systems and inventory.

- May assist in additional responsibilities to ensure operational, administrative, financial, and development priorities are met as they arise.

Desired Qualifications:

- At least 3 years of direct operations and administrative management experience; nonprofit experience preferred.
- Effective project management skills, experience in event planning and logistics, and vendor relationship management.
- Experience administering employee benefit programs and other HR related systems.
- Excellent written and verbal communication skills.
- Collaborative nature and experience working in a team environment.
- Experience and comfort working with people of widely diverging backgrounds, cultures, political beliefs, and socio-economic strata.
- Spanish language skills.

Desired Technical Skills:

- Strong proficiency with Microsoft Office Suite.
- Strong database and CRM software experience.
- Excellent organizational skills, acute attention to detail, and ability to meet deadlines.
- Basic knowledge of information technology and experience working with vendors or experts in the field.
- Experience with contract management.

WW is an Equal Opportunity Employer. It is WW's policy to prohibit unlawful discrimination and to implement equal opportunity for all employees and candidates for employment without regard to race, religion, gender, sexual orientation, national origin, age, physical or mental disability, health conditions related to pregnancy or the physical recovery from childbirth, military status, marital status, parental status, genetic information, or any other protected status.