



EMPLOYMENT OPPORTUNITY

The Arizona Trail Association seeks to hire an Administrative Director

About the Arizona Trail Association

The Arizona Trail Association (ATA) is the nonprofit organization whose mission is to protect, maintain, enhance, promote and sustain the Arizona National Scenic Trail as a unique encounter with the natural environment. The ATA's vision is a continuous 800-mile non-motorized path from Mexico to Utah connecting deserts, mountains, canyons, forests, communities and people. Formed in 1994, the ATA has been instrumental in the construction of the cross-state Arizona Trail and is responsible for its ongoing maintenance and protection. The trail received National Scenic Trail status in 2009, was completed in 2011, and has become one of the nation's premier long-distance trails.

Administrative Director

The Administrative Director is a core member of the ATA staff and is responsible for overseeing administrative details, bookkeeping, payroll, membership, public engagement, and a variety of duties to ensure the success of the organization. The Administrative Director reports to the Executive Director and oversees Admin Assistant while working closely with Program Directors and other Staff to support organizational operations within the main office located in Tucson at the Historic Y (738 N. 5th Avenue).

Preferred Skills & Experience

- Experience with nonprofit financial bookkeeping and Generally Accepted Accounting Principles
- Proficiency with databases and software, including
 - QuickBooks Online
 - CRM Databases (Salesforce, Blackbaud, etc.)
 - Microsoft Suite, especially Excel
 - Website development platforms (Wordpress)
- Supervisory Experience
- Customer service and communications
- Advanced organizational and multi-tasking skills
- The ability to lift 35 pounds regularly

Duties & Responsibilities

Administration

- Support day-to-day operations at Tucson office and warehouse
- Oversee database and repository management for donors and members, track donor trends, maintain database integrity and troubleshoot issues as they arise
- Manage ATA email and other Google Workspace products that the ATA utilizes
- Manage integrations between payment processors, bookkeeping software and database

- Oversee Admin Assistant in their duties and responsibilities
- Work with insurance to file claims for vehicles and other property as needed
- Maintain accurate digital and hard copy files
- Update ATA website, calendar and other resources as needed

Financial

- Process accounts receivable and payable
- Record day to day financial transactions in QuickBooks
- Pay bills weekly either by check or by credit card as requested by Executive Director and Staff
- Retrieve and digitally file receipts. Categorize expenses monthly in QuickBooks, and record infractions in accordance with the ATA Credit Card Policy
- Add donor checks/cash contributions to database and export for bookkeeper at each deposit. Deposit funds weekly.
- Add donor EFT contributions to database and export for bookkeeper monthly
- Export online contribution information from database on a monthly basis and assure accuracy with payment processor settlement statements
- Import PayPal processor income into database and ensure accuracy
- Work with contract bookkeeper to produce monthly and yearly financials
- Work with contract CPA to finalize annual audit or financial review
- Be the main point of contact and produce backing for yearly audit
- Utilize monthly JE to reclass payroll expenses in QuickBooks each month
- Supply backing (including receipts, invoices, bank and credit card statements) for grant reporting upon request
- Maintain and secure petty cash

Payroll and HR

- Gather and process onboarding paperwork for new employees and complete onboarding checklist
- Gather and process onboarding paperwork for new contractors
- Be a resource for employees and explain policies
- Manage benefit calendar for each employee, adding them to the ATA's healthcare, dental and phone plans as needed
- Process bi-monthly timesheets and reimbursements
- Issue employee W-2s, and process unemployment claims and wage garnishments when needed
- Facilitate annual worker's compensation audit

Merchandise

- Maintain inventory and purchase as needed
- Set prices in accordance with cost-plus pricing model provided
- Oversee Admin Assistant in retail fulfillment
- Update online store
- Work with other staff and Graphic Designer to develop new products
- Work with local businesses to fulfill made-to-order items offered through ATA store

- Manage wholesale program and communications
- Inventory and purchase mailing supplies
- Work with Graphic Designer and other staff to develop and market new products

Membership

- Communicate with members by telephone and email
- Work with volunteer to complete bi-monthly fulfillment of membership benefits
- Help grow ATA membership through marketing, communications and collaboration with board, staff, groups, clubs and partner organizations
- Develop and carry-out donor and member drives throughout the year
- Assist in the planning and coordination of the Annual Members Meeting
- Help members access their Personal Engagement Dashboards and field questions regarding digital and tangible perks

Special Events

- Assist Executive Director, Volunteer Program Manager, Intern and ATA volunteers with coordination and logistics of events
- Sell merchandise at special events and assist with education and outreach

Other

- Develop and maintain relationships with partners, members, donors, and volunteers
- Post to social media to promote fundraisers, events, membership and other programming related to work
- Be an exemplary representative of the Arizona Trail Association and its mission and vision
- Other duties as assigned by Executive Director

Compensation

- \$50,000 annual salary for full-time employment (40 hours/week)
- \$0.60/mile for personal vehicle use

Benefits

- Health insurance through United HealthCare (50% of monthly premium covered by ATA)
- Dental insurance through Ameritas (50% of monthly premium covered by ATA)
- Verizon cellular plan (100% of monthly coverage with no limits on data)
- Paid time off (80 hours annually)
- 5 Sick Days (40 hours annually)
- Use of credit card for all business-related expenses
- Staff shirt, nametag and guidebook
- 50% off all Arizona Trail merchandise sold through the ATA
- Pro deal discounts through Outdoor Prolink and IPA collective

Application Process

The Arizona Trail Association is an Equal Opportunity Employer. Interested individuals are encouraged to apply by sending the following documents by email to Matthew Nelson, Executive Director (matthew@aztrail.org):

- Letter of Interest explaining why you are interested in this position and what makes you an ideal candidate
- Current curriculum vitae with relevant education and professional experience
- Three references, including name, telephone number, email, and context of professional connection

Applications will be accepted immediately and the position will remain open until filled. Interviews will be conducted in person or virtually for out-of-town applicants. Qualified applicants can expect up to two interviews.

If you are interested in working with a core team of dedicated individuals within a progressive nonprofit organization, please apply today.