



Operations Coordinator

Wild Virginia is a statewide conservation nonprofit dedicated to protecting and connecting Virginia's wild places through advocacy, engagement, and empowerment. We envision a healthy unfragmented landscape where everyone can connect to their own wild place and protect it. Since 1996, Wild Virginia has advocated for strong environmental protections and empowered citizens to become active in the decision-making process that affects the future of the Virginia's wild lands. Our three core programs work to increase habitat connectivity, protect water quality, and provide environmental and advocacy education.

Headquartered in Charlottesville, VA, Wild Virginia has a decentralized staff that works remotely across the Commonwealth. Staff travel occasionally as needed (i.e., Wild Virginia events, tabling opportunities, social gatherings, conferences).

Job Summary

The Operations Coordinator supports the day-to-day operations of Wild Virginia in support of its mission to protect and connect Virginia's wild places. They ensure that the organization's administrative, financial, human resources, technology, and organizational systems run smoothly and efficiently.

This position is ideal for a highly organized, detail-oriented, and resourceful professional who enjoys creating systems, solving problems, and helping a mission-driven organization operate effectively. The Operations Coordinator works closely with the Executive Director, staff, contractors, interns, and board, and external partners and plays an important role in maintaining the infrastructure that allows the organization to advance its mission.

The Operations Coordinator reports to the Executive Director and works closely with the staff. The successful candidate will be comfortable managing multiple priorities, working independently, maintaining confidentiality, and identifying opportunities to improve organizational processes. Equipment necessary to complete work, such as IT equipment, is provided by Wild Virginia.

Essential Responsibilities

Administration & Organizational Operations (40%)

- Coordinate day-to-day administrative operations and ensure organizational systems and procedures function effectively.
- Maintain organizational records and internal documentation.
- Develop and improve administrative procedures, workflows, and systems to increase efficiency.
- Manage office supplies, equipment, subscriptions, and memberships.
- Coordinate organizational meetings, including scheduling, minutes, and follow-up as needed.
- Maintain organizational calendars and assist with scheduling across staff and board members.
- Support special projects and organizational initiatives as assigned by the Executive Director.

Communications & Data (15%)

- Draft email announcements, advertisements, and development outreach.
- Help post to social media.
- Draft the contents of the annual report.
- Manage donor data, monthly correspondence and thank you letters.
- Collect and record qualitative and quantitative data from across the organization, including recordkeeping and data entry. Ensure routine database maintenance.

Interns & Volunteers (15%)

- Act as the main point of contact for interns and volunteers.
- Conduct onboarding and ensure completion of necessary paperwork.
- Support in the coordination of work across the organization.

Events (10%)

- Coordinate webinar schedule and descriptions in support of hosts and guests.
- Provide logistical and administrative support for webinars, events, and meetings.
- Table at events and coordinate volunteers.
- Assist with event planning, registration, contractor coordination, materials, and follow-up.

Finance & Bookkeeping Support (10%)

- Assist with day-to-day financial administration, including processing invoices, reimbursements, deposits, and payments.
- Maintain accurate financial records and documentation.
- Assist with monthly processing of the books.
- Maintain organized records for grants, contracts, and other financial documentation.

Technology & Systems (5%)

- Serve as a primary point of contact for routine technology and software needs.
- Manage organizational software subscriptions, accounts, licenses, and user access.
- Help staff troubleshoot routine technology issues and coordinate with outside technology providers when necessary.
- Maintain systems for secure document storage, file sharing, and organizational data management.
- Updates to the website text.
- Identify opportunities to improve technology and organizational systems.

Other Duties as Assigned (5%)

Qualifications

Required:

- 2+ years of experience in nonprofit administration, operations, office management, or a related field.
- Strong organizational and time-management skills.
- Exceptional attention to detail and follow-through.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to work independently while collaborating effectively with a small team.
- Strong problem-solving skills and a proactive approach to identifying and addressing challenges.
- Demonstrated ability to handle confidential information with discretion.
- Proficiency with Microsoft Office and/or Google Workspace.

Preferred:

- Experience working for a nonprofit organization.
- Experience writing eblasts and drafting materials for a donor audience.
- Experience with nonprofit accounting or bookkeeping.
- Familiarity with payroll and benefits administration.
- Experience with nonprofit databases (i.e. DonorPerfect, Constant Contact).
- Experience supporting a Board of Directors.
- Familiarity with grant administration and reporting.

Wild Virginia is committed to creating an inclusive and welcoming environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Location: Wild Virginia is headquartered in Charlottesville, VA. This position is remote with travel across Virginia occasionally required. The individual filling the position is expected to live within the Commonwealth within three months of taking the position.

Applicants who meet at least 75% of the job description are encouraged to apply.

Application Close Date: September 30, 2026

Desired start date: November 4, 2026

Starting salary: \$40,000 - \$50,000 year, depending on experience.

Hours: 40/week with occasional weekend and evening work required with advance notice.

Benefits: Paid vacation, Simple IRA, health insurance, travel reimbursement, professional development opportunities, family leave, voting leave, volunteer leave, flex time and remote work.

Job type: Full-time, exempt position. Wild Virginia is an equal opportunity employer.

To Apply: Fill out the application at <https://shorturl.at/XvzSS>

Please contact info@wildvirginia.org with any questions.