



## **Administrator & Event Manager**

### **Carpe Diem West**

<b>Reports to:</b>	Executive Director
<b>Hours:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Location:</b>	Bay Area (Sausalito)
<b>Salary:</b>	\$50k
<b>Health/Ret. Benefits:</b>	Modest
<b>Vacation policy:</b>	Competitive

## **About Carpe Diem West**

[Carpe Diem West](#) was started in 2007 by a group of western water leaders acting on a shared belief that the climate crisis requires everyone in the field to think in new ways. It emerged from the understanding that western water issues were already complex and divisive, and that the profound changes climate scientists predict for the American West will only increase the pressure on the region's limited water supplies.

Carpe Diem West approaches the [wicked problems](#) of western water and climate change by building a neutral forum and vehicle for action in which smart, innovative thinkers from various sectors can come together to discuss ideas, generate shared policy ideas, and develop ways to implement those ideas. The organization's most valuable asset is an extensive and broad-based Network of professionals from different parts of the water world - federal, state, and tribal governments and utilities, industry, conservationists, and the scientific community. By drawing on the deep expertise and collective knowledge of this Network, Carpe Diem West is able to leverage a tremendous amount of work and influence in the fields of western water and climate change, despite its modest budget and staff.

Carpe Diem West is a 501(c)3 organization, supported primarily by foundations grants. The main office is in Sausalito, CA.

## About the Position

We are looking for a talented, organized and experienced Administrator & Event Manager (Administrator) to provide support for a diverse array of team-based projects, fundraising activities, and administrative duties. This is a rare opportunity to work with and learn from a high-performing team committed to finding cooperative solutions for managing water in the American West in the era of climate change. As a key member of a small organization (4 staff members on-site, plus 3-5 consultants), the Administrator wears many hats and bridges traditional job categories.

The job responsibilities fall into three main categories:

- 1. Administrator:** Ensure that office operations operate efficiently; maintain the master calendar; work with financial and technical consultants; ensure proper functioning of all office equipment, computers, network and database; maintain organization and physical condition of office, manage office supply inventory; renew/monitor tech accounts; maintain procedure manuals; maintain websites and administer webinars
- 2. Events Manager:** Provide planning and management of Carpe Diem West events (e.g. 2-4 per year; 40-60 people at each event) ; Identify and manage event sites, negotiate hotel and food rates, oversee staffing, registration, travel arrangements
- 3. Executive Assistant:** Staff the Executive Director; ensure that Board activities and corporate filings are properly recorded; maintain foundation and fundraising calendar, track fund raising deadlines, application processes, priorities, communications; provide budgets as needed for fundraising proposals

## Qualifications & Desired Experience

- ▶ A minimum of three years of progressively responsible experience as in office administrator and operations, as an Executive Assistant and direct experience managing events.
- ▶ Demonstrated successful ability to work as part of the team in a small, fast paced, dynamic work place - thrives professionally in an innovative, constantly expanding work environment where every day brings an interesting new challenge and something to learn
- ▶ Excellent written and verbal communication skills; comfortable and skilled in communicating with a wide range of people from high-level leadership in the government, non-profit, business, and scientific sectors
- ▶ Proven ability to organize and effectively handle multiple projects, meet regular deadlines with consistency and accuracy, work independently while within a team structure, and work under pressure with ease and humor (to that last point, a good joke collection is much appreciated)
- ▶ Familiarity in managing fundraising activities (major donor, foundations, corporations, individuals) - calendar, grant reports, budgets

- ▶ Ability to travel and attend weekend meetings and conferences as needed; valid drivers license
- ▶ Extensive experience with email and the Internet, and familiarity with Apple computer programs, including Word and Excel

### **Additional preferred experience (will provide training for the right candidate)**

- ▶ Proficiency in Quickbooks, Excel.
- ▶ Working knowledge of Adobe InDesign.
- ▶ Familiarity with Drupal CMS.
- ▶ Basic understanding of nonprofits: fundraising, governance, philosophy, etc.

All Carpe Diem West employees, and consultants, perform with high standards of integrity; demonstrate maturity; maintain confidentiality; listen actively; value self-understanding; exhibit deep commitment; use good humor; and communicate effectively.

To learn more about Carpe Diem West, please go to: [www.carpediemwest.org](http://www.carpediemwest.org)

### **Please note**

Diversity is both an essential ingredient for successful work and a social imperative that will enable Carpe Diem West to achieve its mission and goals. Employment at Carpe Diem West is based upon qualifications and competency. Carpe Diem West does not discriminate in employment opportunities or practices on the basis of race, religion, sex, age, national origin or ancestry, color, sexual orientation, gender identity, or any other classification protected by local, state or federal law.

### **To apply**

Please send your cover letter and resume by March 1, 2012 (mail or email) to: Administrator & Events Manager, 325 Pine Street, Sausalito, CA 94965, or to: [administrator@carpediemwest.org](mailto:administrator@carpediemwest.org)

Please include in your cover letter (two pages maximum) a brief summary of your experience and include your salary requirements by March 1, 2012. No telephone calls please. More information is at [www.carpediemwest.org/jobs](http://www.carpediemwest.org/jobs)