

Dave & Roma McCoy's



**Mammoth Lakes  
Foundation**

100 College Parkway, PO Box 1815 • Mammoth Lakes, CA 93546-1815  
(760) 934-3781 • email: [info@mammothlakesfoundation.org](mailto:info@mammothlakesfoundation.org)  
[www.mammothlakesfoundation.org](http://www.mammothlakesfoundation.org)

**Job Title: Operations & Administration Coordinator**

**Reports To: Executive Director**

**Status: Full-time, non-exempt (40 hours/week) in-person**

**Wage Range: \$15–\$25 per hour (approx. \$31,200–\$52,000 annually, DOE)**

**Benefits: PTO, paid holidays, optional 50% employee health plan, flexible schedule**

**Start Date: TBD**

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### **About the Mammoth Lakes Foundation**

Founded by Dave and Roma McCoy, the Mammoth Lakes Foundation (MLF) was established to expand access to higher education for local students in the Eastern Sierra and to carry forward the McCoy family's longstanding commitment to community, opportunity, and service.

Through its flagship scholarship program, Dave's Scholars, the Foundation provides financial assistance, mentorship, and encouragement to help local students pursue and complete postsecondary education at Cerro Coso Community College and beyond. More than a scholarship provider, MLF plays a vital role in supporting student success, strengthening the local workforce, and honoring the McCoy legacy of investing in the people who call the Eastern Sierra home.

The Mammoth Lakes Foundation values collaboration, integrity, and meaningful relationships with students, donors, partners, and the broader community.

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### **Position Summary**

The Operations & Administration Coordinator plays a central role in the day-to-day operations of the Mammoth Lakes Foundation and serves as a key partner to the Executive Director. In a small nonprofit organization, this position provides essential administrative, operational, and financial support that keeps the Foundation running smoothly. This role requires sound judgment, initiative, and comfort working independently in close partnership with the Executive Director.

While the Coordinator supports the Dave's Scholars scholarship programs, the position primarily focuses on daily office operations, donor and financial administration, communications support, and organizational systems that allow the Executive Director to effectively lead the scholarship programs, fundraising campaigns, and community engagement.

This role offers meaningful opportunities for growth based on the individual's interests, skills, and experience. With professional development support, the position may evolve to include greater responsibility in financial administration, development/fundraising support, or communications.

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### **Key Areas of Focus**

- Providing reliable, detail-oriented operational and administrative support to the Executive Director
- Managing day-to-day office systems, donor processing, and financial administration
- Communicating professionally and thoughtfully with donors, board members, community partners, and the public
- Supporting scholarship program administration as directed by the Executive Director
- Maintaining a high standard of professionalism and confidentiality

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## **Key Responsibilities**

### **Operations & Administration**

- Manage general office operations, including incoming and outgoing mail, office organization, inventory, and supply ordering
- Coordinate meetings, calendars, facility reservations, and logistics as needed
- Draft correspondence, memos, reports, labels, and other materials
- Answer phones, respond to general inquiries, and direct visitors appropriately
- Assist the Executive Director with Board communications, including scheduling meetings, assembling board packets, and contacting board members as needed

### **Financial & Donor Administration**

- Process donations, pledges, and payments; prepare bank deposits and credit card transactions
- Maintain accurate donor records and data entry using DonorPerfect or other donor management systems
- Generate donor acknowledgements, receipts, and thank-you letters for Executive Director signature
- Prepare basic reports related to donors, gifts, and financial activity
- Support development and fundraising campaigns under the direction of the Executive Director

### **Scholarship Program Support**

- Provide administrative support for the Foundation's scholarship programs, including application processing, recordkeeping, and coordination tasks as assigned
- Assist the Executive Director with scholarship communications and logistics
- Maintain organized and up-to-date student and program records
- Coordinate limited student-related activities or meetings as directed

### **Communications & Systems Support**

- Maintain the Foundation's social media accounts (Facebook, Instagram) under the direction of the Executive Director
- Proofread and edit Foundation materials for accuracy and professionalism
- Use Microsoft applications, donor databases, email marketing platforms (e.g., Constant Contact), and Zoom effectively

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## **Growth & Professional Development**

This position is designed to grow with the organization. Depending on the individual's interests and strengths, opportunities may include:

- Expanded responsibility in financial administration or bookkeeping support
- Increased involvement in donor relations and development activities
- Leadership in operational systems, reporting, or communications

Professional development opportunities are available for the right candidate.

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## **Who You Are**

You are an inclusive, community-minded professional who is motivated by making a meaningful difference in the Eastern Sierra. You believe in expanding opportunity for local students and are inspired by the McCoy legacy of generosity, service, and long-term investment in people. You are excited to help carry that legacy forward for generations to come.

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You enjoy working behind the scenes to help others succeed and take pride in creating organized, reliable systems that allow a small nonprofit to thrive. You are eager to grow alongside the organization, develop new skills, and contribute to positive change in the community.

In addition, you bring:

- Strong organizational skills and attention to detail
- Highly self-motivated and the ability to manage multiple priorities to work independently in a small-team environment
- Professional, friendly communication skills (written and verbal)
- Comfort handling confidential and sensitive information with discretion
- Proficiency with Microsoft Office; experience with donor databases, CRM systems, or nonprofit software is a plus

Education: A college degree or some college experience is preferred but not required. Relevant work experience, lived experience, and demonstrated skills will be strongly considered. We encourage candidates from a variety of professional and lived experiences to apply.

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#### **Additional Duties**

- Represent the Mammoth Lakes Foundation in a professional and positive manner
- Perform other duties as assigned by the Executive Director

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#### **Application Process**

To apply, please submit a resume to [info@mammothlakesfoundation.org](mailto:info@mammothlakesfoundation.org). Please include a brief cover letter or statement of interest (1 page or less) sharing why you are interested in this role and how it connects to your experience, values, or connection to the Eastern Sierra. Applications without a statement of interest may not be reviewed. This position will remain open until filled.

The Mammoth Lakes Foundation is committed to fostering an inclusive and welcoming organizational environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic.