



Job Posting
ALDEA Operations Manager
Part-time - Remote

Description

ALDEA: Advancing Local Development through Empowerment and Action, Inc., is seeking an independent, organized, detail-oriented Operations Manager to support our mission of empowering rural Guatemalan communities to improve their health and well-being. Based remotely in the U.S., this is a part-time position averaging 20 hours per week and reporting to the Executive Director. The Operations Manager's responsibilities include bookkeeping, donor database management, and support for communications and fundraising initiatives.

A U.S.-based 501(c)(3) nonprofit organization, ALDEA has partnered with rural Mayans for more than 50 years to support locally-led development programs. Our Guatemalan sister organization, Asociación BPD (ABPD), implements our work on the ground, addressing chronic childhood malnutrition through programs in agriculture and nutrition, water and sanitation, and community mobilization. Our successful fundraising and education efforts in the U.S. have led us to add this part-time administrative position, and the Operations Manager will be part of a small but effective team working in a self-directed, flexible remote work environment. ALDEA prioritizes our connection to the impacts of our programs, and this position will include opportunities for travel to Guatemala.

Responsibilities

Administration (7 hours/week average)

- Bookkeeping - categorize expenses and deposits according to budget and donor restrictions in Quickbooks; reconcile accounts monthly.
- Establish and oversee implementation of new procedures manual; maintain organizational records, contractual agreements, and policy manual.
- Prepare documentation of contributions for volunteers and donors.
- Provide logistics support for in-person and virtual Board meetings.
- Support Board- and Committee-level initiatives.

Fundraising (10 hours/week average)

- Enter/categorize donations and maintain updated records in donor database (eTapestry).
- Provide logistics support for Board/volunteer fundraising events such as house parties, online fundraisers, in-person and virtual tours.
- Assist Executive Director in preparing Annual Report and Annual Appeal and distributing via direct mail, email, website, and social media.

- Produce detailed fund development reports to track organizational progress and support targeted outreach initiatives.

Communications – 3 hours/week

- Assist Executive Director in identifying and drafting content for newsletters and website updates.
- Maintain updated photo records and release files.
- Maintain email list in Constant Contact synced with eTapestry; oversee website sign-up form and initiate welcome series for new subscribers.

Qualifications

The ideal candidate will possess many of the following key skills and areas of experience:

- Bachelor's degree in a relevant field plus at least 2 years' experience in nonprofit administration (or, a total of at least 6 years' post-secondary school and job experience).
- Strong written, verbal, and virtual communication skills.
- Ability to work independently in a remote environment; strong attention to detail and organizational skills.
- Experience with bookkeeping; ideally including knowledge of Quickbooks and nonprofit accounting methods.
- Familiarity with MS Office (Excel, Word, PowerPoint) and Google suite required; experience with photo editing or design software is a plus.
- Passion for community-led and empowerment-based development; commitment to ALDEA's vision that rural indigenous communities are capable of achieving sustainable, culturally pertinent, and equitable development that guarantees their right to health and wellbeing.
- Familiarity with development issues in Central America and ideally Guatemala specifically; Spanish language skills are a plus.
- Ability to travel to Guatemala up to two times per year.

Compensation

The hourly rate for this position will be at least \$22, depending on experience, and the job is expected to average 20 hours per week. ALDEA offers all employees a health insurance benefit, IRA contributions, and paid time off.

Application Instructions

Please send cover letter and resume to aldea@aldeaguatemala.org and be able to provide three professional references on request. Applications will be considered on a rolling basis starting July 23.

ALDEA: Advancing Local Development through Empowerment and Action, Inc., is an equal opportunity and affirmative action employer and does not discriminate on the basis of age, race, religion, color, creed, sex, sexual preference, handicap or national origin in the hiring, assignment, promotion, salary determination or other conditions of staff employment.