



## **Administrator**

Friends of Half Moon Bay Parks & Recreation (FOHMBPAR)

## **Overview**

### **HISTORY OF FOHMBPAR**

In the darkest days of the recession, after the city of Half Moon Bay was forced to dismantle its own Parks and Recreation Department, a group of neighbors came together to create the nonprofit, Friends of Half Moon Bay Parks and Recreation. The mission then was simple. Find a way to raise money for the newly created Adopt a Park program. FOHMBPAR quickly stepped in to be the first sponsor and led the way for other organizations and people to fill the need. As the economy and fundraising efforts of the organization improved, FOHMBPAR sought new projects to support.

### **MISSION OF FOHMBPAR**

Our mission is to enhance and maintain park and recreation opportunities on the coastside.

### **PROJECTS (Past and Current)**

FOHMBPAR is the fundraising arm of the Half Moon Bay Parks and Recreation Department. Together we have provided support and funding to the city administered Adopt a Park Program, Highway 1 median maintenance, the 7,000 square foot community skate park, and the redevelopment of Mac Dutra Park.

Our current fundraising priorities, in collaboration with our partners, include a new community pool, Carter Park improvements, the Rollie Wright Scholarship Fund, and Park and Recreation community events.

### **ROLE**

Working as an independent contractor and Reporting to the Board of Directors, the Administrator must be able to work with donors, take initiative, be responsible and correct errors as needed. Good interpersonal communication skills, the ability to think critically and the flexibility to work both independently and within a group environment are required. Must be a quick learner with the ability to assess situations and make sound, independent decisions and the ability to perform complex tasks without detailed supervision. Must also have strong computer skills, presentations skills and the ability to speak, write and effectively communicate fluently in English (Spanish a plus). The Administrator will work virtually but will be expected to be able to work at events and be on site at locations as well.

## **Qualifications**

- Strong organization and intrapersonal skills, ability to work autonomously
- Demonstrated excellent customer service skills
- People oriented and problem solver
- Experience with Microsoft programs including: Wix, NetSuite, Qgiv, Mailchimp, Word, Excel, PowerPoint, Outlook, and Publisher
- Experience with social media and website design

## **Responsibilities**

- Working closely with the Board of Directors and the City, oversee donations and donor management, project support, research and develop presentations and reports
- Manage NetSuite database
- Make sure bills are paid and paperwork is filed on time for organization
- Take lead initiatives on event implementation, building memberships and grant applications
- Attend various committee meetings and keep detailed record of notes
- Be responsible for all outreach events (i.e. Summer Concert Series, Fundraisers, etc.)
- Facilitate community engagement involvements and manage communications with the community.
- All other duties as assigned by Board of Directors

## **Time Commitment**

- 10-20 hours a week
- Must be flexible to work some evenings and weekends

## **Compensation**

- Hourly Rate (\$20 - \$25) based on experience

## **Reports to**

- FOHMBPAR Board of Directors

## **How to apply**

Please submit your resume and cover letter to [info@hmbparks.org](mailto:info@hmbparks.org) by **November 30, 2022**