

Join Our Team as Operations Coordinator

Brookings Area United Way | Brookings, SD | Full-Time

Are you searching for a career where your talents can truly transform lives? Brookings Area United Way (BAUW) invites you to become the driving force behind positive change in Brookings County as our Operations Coordinator.

At BAUW, we stand at the heart of our community—uniting people, resources, and organizations to meet urgent needs, support impactful programs, and create opportunities for lasting progress. Every day, our dedicated team fuels hope, connection, and growth for individuals and families across our region.

Why This Role Matters

As our Operations Coordinator, you will be the linchpin that keeps our mission in motion. Your work will touch every corner of our organization: ensuring seamless daily operations, supporting vital community initiatives, and empowering staff, partners, and volunteers to shine. This is your opportunity to make a measurable impact while growing your career alongside passionate changemakers.

Key Responsibilities

- Coordinate and support our internal programs and community impact projects
- Maintain accurate financial records, prepare invoices, and manage essential reporting
- Oversee day-to-day office operations and ensure workplace safety and organization
- Manage digital systems, including donation software, our website, and databases
- Support funded partners, interns, and volunteers; coordinate volunteer projects and engagement
- Assist with community engagement initiatives, fundraising, and promotional campaigns
- Safeguard confidential and sensitive information

Who We're Looking For

- Bachelor's degree or equivalent professional experience
- Strong proficiency with Microsoft Office and a knack for mastering new software
- Excellent organization, communication, and time management skills—public speaking a plus
- Team spirit and leadership ability, with the confidence to motivate and guide volunteers
- Adaptability, independence, and a collaborative mindset in a fast-paced environment
- Dedication to ethical conduct and confidentiality

What You Gain

- Purpose: Be the catalyst for positive change in countless lives

- Growth: Advance your nonprofit expertise and leadership skills in a supportive setting
- Community: Work alongside driven, compassionate colleagues who share your passion for making a difference
- Opportunity: Help shape the future of Brookings County through new challenges and rewarding experiences

Ready to Lead and Serve?

If you're eager to put your organizational talents, creativity, and heart to work for a cause that matters, we want to meet you!

Please submit your resume and cover letter to uw@brookingsunitedway.org. Applications will be reviewed beginning August 4.

Step forward—become the Operations Coordinator who inspires hope and drives progress at Brookings Area United Way. Your next chapter of purpose and impact awaits!