

OFFICE MANAGER & DEVELOPMENT ASSISTANT POSITION DESCRIPTION

Frenchman Bay Conservancy is looking for a talented, well-organized, and resourceful Office Manager & Development Assistant for numerous administrative responsibilities essential for our daily operation. This is a full-time, 40 hour per week position.

FBC is a 30-year-old nonprofit land trust with its office at the Tidal Falls preserve in Hancock, Maine and a mission to conserve distinctive ecosystems, land, and waters for the benefit of all, from the Union River and Frenchman Bay watersheds east to the Hancock county line. FBC conserves 7,500 acres of land in 12 Hancock County towns and townships through easement and ownership and maintains over 25 miles of trails freely open to the public.

The Office Manager & Development Assistant will be part of a four person staff, and the position will report to the Executive Director. We maintain a supportive and flexible office environment and we are enthusiastic about our land conservation and stewardship mission.

As a land trust accredited through Land Trust Accreditation Commission, we abide by strict standards and practices that govern all aspects of our work, including record keeping, and contact with landowners and donors. These layers of accountability provide helpful structure for the organization and its staff, but also require a high degree of professional ethic by all staff for ongoing compliance.

The successful applicant will be proficient in double-entry accounting and be familiar with QuickBooks, Microsoft Word and Excel, Google email and calendar, and ideally have experience with database management.

FBC's Office Manager & Development Assistant's primary responsibilities will include:

- recording all financial transactions through QuickBooks, processing all payments including payroll, payments to outside contractors, land acquisition expenses, taxes, utilities, and numerous others;
- administering the organization's donor database, Little Green Light. He or she will record all donations including amount, contact information, donation type and other relevant information, and will promptly send acknowledgements of all gifts received;
- ensuring additional donor tracking using our database, including gift reports, event attendance, campaign management, volunteer engagement, and general upkeep of donor data;
- administering all mailings, including bi-annual newsletters, and fundraising appeals;
- providing confidential donor administration support to the Executive Director
- providing administrative support to board committees, fund raising campaigns, and events;
- assisting with planning and executing events;
- responding to calls and visits from volunteers, board members, the general public, and inquiries at large;
- providing calendar support including scheduling of meetings, donor events, and the use of outside facilities;
- coordinating and implementing FBC's bulk mailings to thousands of people annually, including membership appeals, newsletters, and event announcements;
- supporting the Executive Director with office management or clerical tasks as needed including, but not limited to producing reports for board meetings, special mailings, and other tasks in pursuit of the organization's mission.

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Other responsibilities include:

- Regularly interacting with numerous contractors to process payments and secure their products or services
- Answering phones
- Light custodial work
- Managing office supplies
- Organizing and maintaining files
- Running necessary errands

To apply, please send a cover letter and resume to Aaron Dority, FBC's Executive Director by February 20th at: aaron@frenchmanbay.org.