



Operations & Development Assistant

Frenchman Bay Conservancy is looking for a talented, well-organized and resourceful Operations & Development Assistant to manage FBC's donor database, process donations, receive and send mail, and maintain an organized digital and physical file structure. The Operations & Development Assistant will work in FBC's Tidal Falls office in Hancock as part of an eight-person staff. This is a 40 hour per week, salaried position, and it reports to the Development Director and the Executive Director.

FBC is a 35-year-old nonprofit land trust with a mission to conserve distinctive ecosystems and landscapes for the benefit of all, from the Union River and Frenchman Bay watersheds east to the Hancock county line. FBC has conserved over 10,000 acres of land in 12 Hancock County towns and townships through easement and ownership and maintains 25 miles of trails freely open to the public. We maintain a supportive and flexible office environment and we are enthusiastic about our land conservation mission.

FBC is accredited through the Land Trust Accreditation Commission. We abide by strict standards and practices and board-approved policies 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, and also require a high standard of professional ethic by all staff for ongoing compliance.

FBC's Operations & Development Assistant's primary responsibilities include:

- Administering the organization's donor database, Little Green Light. He/she/they will record all donations including amount, contact information, donation type and other relevant information, will promptly send written confirmation to all donors, and file digital gift documentation in Google Drive.
- Additional donor tracking in the database including standard gift and ad hoc reports, event attendance, campaign management, volunteer engagement and general upkeep of donor data. This will include taking routine steps to ensure data quality.
- Providing confidential donor administration support to the Executive Director and Development Director.
- Providing administrative support to senior-level staff including, but not limited to support for grant and budget reporting, provide organizational info on request (information needed for grant applications, etc), producing reports for board meetings, special mailings, and other tasks in pursuit of the organization's mission.
- Providing administrative support to the Board of Directors for select committees, full Board meetings, and events.
- Assisting senior level staff and the Board of Directors with planning and executing events.
- Providing calendar support for events and meetings, including for the use of outside facilities and conference spaces at the Tidal Falls office, and for video conferencing.

- Communicating annual conservation easement monitoring schedule with property owners.
- Organizing and maintaining digital and original files.
- Responding to calls and visits from volunteers, board members, the general public, and inquiries at large.

Other responsibilities include, but are not limited to:

- Answering phones and general inquiry emails,
- Managing and purchasing office supplies,
- Purchasing program and event supplies as directed,
- Overseeing Tidal Falls Preserve maintenance, such as cleaning, lawn mowing, snow plowing, and trash removal services,
- Running occasional errands.

Requirements:

- At least one (1) year of demonstrated experience as an Operations Support Associate, Office Assistant, or other comparable position
- Proficiency with Microsoft Office applications including Excel, Word, and Outlook; and Google Business Suite
- Demonstrated experience with confidential financial records
- Demonstrated knowledge of basic network and computer operations, troubleshooting, and management
- Strong organizational and record-keeping skills with an emphasis on accuracy and efficiency
- Strong communication skills, both written and verbal
- Ability to multitask and perform under tight deadlines independently and as part of a team
- Or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities
- Experience working with grants and contracts documents a plus
- Experience with QuickBooks Online, Accounts Payable, and Accounts Receivable a plus
- Reliable transportation needed, occasional travel and extended hours may be required

FBC offers competitive benefits, paid time off, a flexible and creative work environment, and an annual salary of \$40,000 for the right, well-qualified candidate. References will be sought from candidates who advance to an interview. Proof of Covid-19 vaccination and booster will be requested from candidates who advance to an interview. To apply, please send a cover letter and resume as PDF or Word document files to info@frenchmanbay.org by February 7, 2022.

Frenchman Bay Conservancy is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.