

## JOB OPPORTUNITY



### Operations Manager

Five Rivers Conservation Trust is seeking an organized, detail-oriented, and versatile individual to join our highly motivated and collaborative team as Operations Manager. The Operations Manager is an integral part of our small team and works with our Executive Director, Director of Conservation, an engaged and effective Board of Trustees, and dozens of additional volunteers, to contribute to the organization's continued success. The successful candidate will enjoy working behind-the-scenes and interacting with the general public, donors, and volunteers.

This full-time, salaried position is supervised by the Executive Director and is classified as exempt. Work is based out of our Concord office with flexible work hours, some remote work possible, and time spent out of the office (and outdoors!) supporting events.

### About Five Rivers Conservation Trust

Five Rivers Conservation Trust, headquartered in Concord, NH is a nonprofit land trust that conserves and protects special places in the Greater Capital Region, with a focus on farms, forests, water resources, and recreational access. We serve 17 towns through which the Blackwater, Contoocook, Merrimack, Soucook, and Warner Rivers run. Through conservation easements and land ownership Five Rivers has permanently conserved approximately 6,300 acres, including 88 properties in 17 towns. These lands bring community benefits like availability of fresh local foods and agricultural experiences, productive forestland that contributes to the local economy, miles of recreational trails, and protection of critical wildlife habitat and natural resources.

### Key Responsibilities

#### Office Administration (20%)

- Help maintain a safe, clean, healthy, professional work environment, including keeping the office organized and well stocked with supplies and other resources for staff to perform their duties. Coordinate maintenance needs. Assist with office equipment and technology.
- Answer phone, email, and mail communication, directing inquiries as appropriate.
- Assist with mailings, both in-house and large-scale mailings through an outside vendor.
- Maintain organization's calendars. Enforce logical and organized electronic file structure.
- Maintain inventory of Five Rivers' merchandise and purchase new swag as needed.

#### Board, Committee, and Event Support (20%)

- Assist Executive Director with activities of the Board of Trustees and committees.
- Provide support to approximately 6 events per year, including coordinating with event volunteers, ensuring timelines, and assisting with publicity, registration, and on-site event support.

#### Nonprofit Operations and Compliance (20%)

- Maintain the library of organizational policies, including assistance with necessary updates.
- Ensure excellent record-keeping in all aspects of office management, governance, finances, land transactions, and stewardship.
- Assist with reaccreditation efforts with the Land Trust Alliance Accreditation Commission. Working with the Executive Director, implement an annual review process to check on the organization's compliance with Land Trust Standards and Practices in the four key areas of Governance, Finance, Transactions, and Stewardship.
- Maintain annual memberships with key partner organizations.

**Development and Database Management (20%)** (candidates with proven experience in this area may be eligible for additional compensation)

- Manage donor database (Little Green Light) in accordance with organization's procedures, with attention to capturing accurate, updated, and pertinent information.
- Support fundraising appeals for annual operating support and land projects. This may include copywriting, editing, and basic graphic design.
- Develop mailing lists of donors and prospective donors for solicitations. Process gifts and acknowledgements and coordinate follow-up efforts with Development Committee.
- Provide support to Executive Director and board including conduct prospect research, schedule visits, and other activities to support fundraising responsibilities.

**Land Conservation and Stewardship Support (20%)**

- Provide logistical and administrative support to a wide variety of land protection and stewardship activities.

**Qualifications**

- 2-5 years successful experience in office administrative setting at a nonprofit organization is preferred. More than five years is a plus.
- Flexibility and ability to thrive in a small office environment while working collaboratively with staff and volunteers. Positive attitude and sense of humor.
- Excellent organizational skills. Able to prioritize work schedule, manage multiple projects and deadlines.
- Attention to detail and commitment to accuracy and excellent quality.
- Excellent oral and written communication skills.
- Customer service skills, tact, and professionalism.
- Exercises excellent judgment and ability to maintain confidentiality of sensitive information.
- Comfort with technology and working with basic financial information.
- Proficiency in Microsoft Office required. Experience with CRM databases a plus.
- Genuine interest in land conservation work and nonprofit management.
- Weekend or evening work is required occasionally, as needed for events.

**How to Apply**

Applications will be reviewed on a rolling basis as they are received. Send resume and cover letter to Liz Short at [liz@5rct.org](mailto:liz@5rct.org) with "Operations Manager" in the subject.

**Compensation**

The anticipated salary for the position depends on prior relevant work experience, expected to range from \$45,000-50,000 per year for candidates with 2-4 years of prior administrative support work experience to \$50,000 - \$55,000 per year for candidates with 5 years or more of prior administrative-related work experience. As noted, candidates with proven experience in development and donor database management may be eligible for additional compensation.

Benefits include flexible work environment, health stipend, 20 days paid time off, 10 paid holidays per year, 10 days paid sick leave, SIMPLE IRA retirement plan with optional individual contribution and 3% employer contribution, and professional development opportunities.

*Five Rivers Conservation Trust provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*