

Job Posting: Office and Development Associate
Nisqually Land Trust
April 3, 2023
Open until filled



Reports To: Executive Director
Status: Full Time (40 hours per week)
Starting Wage: \$19.50 - \$22.00 per hour, depending on experience

Are you someone who enjoys keeping things organized? Are you a positive, motivated individual interested in using your administrative skills to support nonprofit habitat protection and restoration work? If so, and you are ready to be an integral part of a small team dedicated to conservation in the Nisqually River Watershed, we encourage you to apply!

The Nisqually Land Trust is a nationally accredited, 34-year-old nonprofit corporation with a reputation for high-quality conservation in one of the most beautiful watersheds in the country. The Land Trust has contributed to the permanent protection of over 10,000 acres and we currently own and steward nearly 6,000 acres. We focus on maintaining and restoring aquatic, riparian, and forest habitats that support threatened and endangered species. Our service area includes the Nisqually River Watershed between Mount Rainier National Park and the Billy Frank Jr. Nisqually National Wildlife Refuge and South Puget Sound nearshore areas around the Nisqually Reach. Our mission is to protect and steward lands to permanently benefit the water, fish, wildlife, and people of the Nisqually River Watershed.

Duties:

In this role, you will support all Land Trust staff by completing day-to-day administrative and office tasks that are essential to maintaining and growing the Land Trust's capacity to permanently protect and restore fish and wildlife habitat in the Nisqually Watershed. You will also assist our Development Manager with communication, outreach and fundraising events, and donor tracking and acknowledgements. This position is an entry level position with the opportunity for growth.

Administration

- Greet office visitors; pick up and distribute mail; answer phone, email, and mail correspondence; and deliver messages to staff
- Maintain organizational directory, board manual, and board meeting minutes
- Assist with maintaining organizational, grant, vendor, financial, and property files, in electronic and paper format, including duplicate records in offsite storage
- Maintain inventory of and purchase office supplies and printed materials
- Scan incoming mail and distribute via email
- Help coordinate office maintenance needs

Finance

- Process and code checks received for accounting
- Assist with financial records organization
- Assist with bank deposits

Communications

- Manage email and print mailing lists for all outgoing communications
- Assist with periodic update of organizational information on website
- Assist with social media posts

Development

- Enter donor data from events and fundraising campaigns into donor and volunteer database
- Print, prepare, and help mail weekly donor acknowledgement letters
- Process and code monthly and quarterly reports from our various donation platforms
- Assist with coordination and hosting of special events, including the annual conservation dinner and auction, annual meeting, outreach events, and any donor related events

Required Qualifications:

- Associates degree or higher
- Passion for and commitment to the Land Trust's mission
- Minimum two years' experience with office systems, including computer and phone systems
- Experience with Microsoft Office programs
- Ability to work occasional nights and weekends when needed
- Organized, efficient, detail-oriented, innovative, and a positive team player
- Comfortable with office computing including refilling printer paper, printer ink and toner, plugging in laptop power cords and USB devices.
- Able to work respectfully with others
- Comfortable working with people from diverse backgrounds
- Superior written and verbal communication skills

Desirable but Not Required Qualifications:

- Proficient with email marketing platforms such as MailChimp
- Experience with CRM database systems
- Familiar with image editing software like Adobe Photoshop or similar.
- Eligible to drive Intercity Transit Community Vans.

Benefits: Health, dental and vision coverage; paid holidays, vacation, and sick leave; mileage and phone reimbursement; training; and eligible to participate in 401(k) retirement plan with employer match.

To Apply

Submit cover letter, resume, and list of three references via email to Kim Bredensteiner at nltsteward@NisquallyLandTrust.org. Please include Office and Development Associate in the subject line.

The Land Trust will begin reviewing applications on April 24th with a goal of filling the position by June 1 or sooner. Applications will be accepted until the position is filled.

The Nisqually Land Trust is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, age, national origin, disability, marital status, military status, or any other protected status.

Thank you for your interest in working with us at the Nisqually Land Trust.