



OPENING FOR NEW JOB -- OPERATIONS MANAGER

Reports to: Executive Director
Location: Greenbank, Whidbey Island, WA
Closing Date: May 10, 2008
Salary Range: \$32,000 - 44,000 DOE

Position Summary: This new position, the Operations Manager, oversees management of the operations of Whidbey Camano Land Trust including administrative, planning, policies, and board and committee support. Combining office management and executive assistant roles, this position serves as a hub to effectively and efficiently support all the professional activities of the Land Trust. Working closely and communicating regularly with staff and committee chairs, the Operations Manager will help implement plans, complement staff efforts, and proactively improve office organization to advance the mission of the Land Trust. This position requires a high degree of initiative, discretion, judgement, poise, motivation, and flexibility. The Operations Manager ensures a welcoming and helpful office environment, actively participates with others, and demonstrates skill in solving problems, handling multiple priorities smoothly, and staying calm under pressure.

Duties and Responsibilities

1. Administration (50%)

- Help answer phones, receive visitors, and respond to requests for information.
- Administer and track all contracts and grants, including signatures, milestones, submittal of required reports, and coordinating reimbursements.
- Coordinate all finance-related activities, including working with the bookkeeper, treasurer and auditor
- Update and maintain all organizational papers and files
- Lead on implementing and updating all aspects of human resources (employee benefits), insurance policies, office leases, inventory, etc.
- Make meeting and travel arrangements
- Coordinate preparation for, and follow-up from, the board and staff meetings, including taking minutes
- Attend finance committee meetings, as needed
- Oversee computer, printer and telephone systems, including hardware, software, back-up systems and remote access
- Lead in answering phones (with assistance of membership coordinator)
- Recruit and manage office volunteers
- Other assignments, as may develop

2. Organizational Development (40%)

- Assist the Executive Director with all activities, as needed
- Maintain policy and board handbooks and manuals for projects, minutes, resolutions and finances
- Coordinate preparation and implementation of strategic plan, annual plan, staff and committee work plans and budgets
- Lead on coordinating development and approval of Land Trust Alliance policies and procedures
- Update and maintain significant files and organizational papers
- Follow-up with committee chairs to ensure goals and deadlines are being met, minutes are submitted to the office, and other supportive tasks.

3. Land Conservation (10%)

- Assist stewardship and land protection staff on various aspects of projects, specifically maintaining files and updating the land conservation database and, as time permits, document preparation, title review, completion of due diligence, and closing.
- Assist with geographic information system and mapping requests

Required Education & Experience:

Bachelor's degree (B.A. or B.S.) from accredited institution and at least 2 years as an administrative or operations manager; or equivalent years work experience; or equivalent combination of education and experience

Required Skills:

- A genuine interest and enthusiasm for private, voluntary land conservation.
- Excellent and demonstrated organizational and coordinating skills
- Proficiency in Microsoft Office products. Familiarity and ability to operate various information technology systems and products.
- Creative and effective problem solving. Flexible and able to adapt easily to changing priorities and circumstances.
- Preference for supporting and assisting others. Skilled at working independently.
- Good communication skills, including written, verbal and listening.
- Excellent interpersonal and teamwork skills with a friendly personality and aptitude for meeting new people and forming positive relationships.
- High level of integrity, personal maturity, and sense of discretion.
- Understanding of and experience in non-profit environments strongly desired.
- Self-starter, goal-oriented, and healthy sense of humor. Positive and upbeat attitude.
- Natural curiosity and desire to learn.
- Strong interest in protecting natural habitats and rural lands.

This is a full-time, salaried, exempt position that reports to the Executive Director. WCLT offers a competitive salary and benefits package. The office is located at Greenbank Farm on Whidbey Island and is both smoke-free and fragrance-free. The Whidbey Camano Land Trust is an equal opportunity employer.

To apply: Must receive a letter of interest and resume, by mail or email, no later than May 10, 2008. Send to: Whidbey Camano Land Trust, 765 Wonn Road, Barn C-201, Greenbank, WA 98253 or info@wclt.org