



SCARBOROUGH LAND TRUST

Conserving land for people, for wildlife — *forever.*

Office Manager – Job Description

Status: Full-time
Reports To: Executive Director
Location: Scarborough Land Trust office
Hours: 40 hours per week (with occasional evenings and weekends required)

About Scarborough Land Trust

Scarborough Land Trust (SLT) is a highly respected, independent, nonprofit organization founded in 1977. SLT's mission is to conserve land where natural resources, scenic vistas and historical significance offer unique value to our community. Where appropriate, SLT creates and maintains hiking trails and recreational opportunities. SLT also offers guided hikes, workshops, programs and environmental education activities. The organization partners with many other community groups in Scarborough, neighboring towns and across the state.

Overview

The Office Manager is a key member of SLT's team, providing support to fundraising, operations, bookkeeping, and program functions. A successful applicant will believe strongly in the mission of SLT and be able to work cooperatively within a team of dedicated staff and volunteers. The position requires initiative, **constant attention to detail**, accuracy, strong organizational and communication skills, confidentiality, and the ability to handle multiple priorities at one time.

The Office Manager position is vital in maintaining normal operations of the SLT office and therefore requires the employee to work in the office on a regular basis. Only occasional remote work is possible.

Some proficiency with software packages such as QuickBooks, Microsoft Word and Excel, and databases is needed. The position includes interacting with the public via telephone, email, in-person and Zoom.

Development (30%)

- Manage donor information including data entry into donor database on a regular basis
- Prepare and send donor acknowledgement letters in a timely fashion
- Manage Constant Contact mailing lists and help develop print newsletters

- Play an active role in development planning and reporting
- Support the planning, development and running of fundraising gatherings, meetings or other events
- Create mailing lists as needed
- Help schedule and implement special donor related events and opportunities
- Develop and generate reports to provide to the executive director, development committee and board of directors.

Bookkeeping (30%)

- Prepare deposits and reconcile with QuickBooks
- Make deposits at SLT's bank
- Pay bills and post to QuickBooks
- Track restricted fund expenditures and income with QuickBooks
- Prepare reports as directed in QuickBooks
- Keep hard-copy and electronic files related to deposits and bills
- Coordinate monthly, quarterly and year-end reconciliations with accountant
- Set up and manage accounts with local and national vendors

Administrative Support (20%)

- Serve as the front-line contact with individuals arriving or calling the office
- Answer the telephone and manage messages
- Maintain SLT merchandise and manage small nature store. Keep stock updated on website.
- Manage overall volunteer program, helping to provide for recruitment, training, and appreciation events for volunteers
- Respond to general inquiries via email, telephone or mail
- Pick up, deliver and process mail
- Manage the SLT office, including: ordering office supplies, stationery, brochures, etc.
- Maintain and organize office hard-copy and electronic files
- Respond and process all program or event registrations, in a timely fashion
- Manage associated office contracts or service relationships
- Maintain positive relationships with supporters, volunteers and the general public
- Complete required State and Federal reports
- Help write and complete grant reports
- Track organization statistics and supply data for needed reports
- Keep office spaces clean and organized, including removing trash and recycling
- Provide any additional administrative support for events, programs, meetings, workshops, etc.

Communications (15%)

- Create, schedule and implement monthly e-newsletter meeting regular distribution date
- Edit and update SLT webpage and social media sites
- Maintain database of media contacts
- Send out press releases as needed
- Help organize and run SLT special events

In addition to the items listed, the Office Manager will work on all other duties as assigned. (5%)

Qualifications/Skills Required

- Strong belief and passion for the mission of SLT
- Highly motivated
- College degree or equivalent experience
- Careful attention to detail and a high level of accuracy in data entry and bookkeeping
- Excellent written and verbal communication skills; ability to convey complex ideas to a variety of individuals with different experience levels
- Ability to work independently and be a team player
- Strong customer relations skills
- Available to assist at occasional evening and weekend events
- Good computer skills, including with programs such as Microsoft Word and Excel
- Ability to thrive in a collaborative work environment with a high degree of autonomy

Preferred Qualifications/Skills

- Proficiency with QuickBooks and donor database packages
- Graphic design and newsletter development
- Experience with social media platforms and website updating

Compensation

The position offers a competitive hourly wage, paid time off, company dental and vision plan, retirement benefit, trainings, and the ability to contribute to an important mission for the conservation of our natural and agricultural resources.

Equity

The Scarborough Land Trust acknowledges that conservation work is best advanced by people of diverse backgrounds, beliefs and culture. SLT is committed to recruiting and advancing staff that creates an inclusive organization reflecting the broader community. SLT is an equal opportunity employer and will not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, medical conditions, or any other status protected by applicable law.