



ASSISTANT DIRECTOR

Job Description

SUMMARY OF POSITION:

Founded in 1979, the San Juan Preservation Trust (SJPT) is a nationally accredited private, non-profit and membership-based land trust dedicated to helping people and communities conserve land in the San Juan Islands of Washington State. Recognized as one of the most successful land trusts in the country, SJPT has permanently protected more than 280 properties, 40 miles of shoreline, 20 miles of trails and 15,000 acres on 20 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The ASSISTANT DIRECTOR supports the Executive Director by managing day-to-day administrative operations of the organization. Primary responsibilities include oversight and/or support for all of the organization's administrative activities, including budgeting, planning, trustee engagement, staff and committee coordination, implementation and tracking of new initiatives, and overall organizational effectiveness. The Assistant Director reports to the Executive Director, supervises one staff member (our Office Manager), supports logistical, budgeting and financial functions for our program directors (Development, Conservation and Stewardship), and works closely with the Executive Director, staff, a 21-member board of trustees, and numerous committees and advisory bodies. Our entire staff, including this position, actively participates in fundraising, outreach and membership engagement activities, and is required to perform a wide variety of tasks as needed.

Based in the San Juan Islands, one of the most beautiful archipelagos in the world, this new staff position provides an exceptional opportunity for a highly-motivated individual to become an integral part of a productive and successful land conservation organization.

DUTIES AND RESPONSIBILITIES:

Planning, Budgeting and Financial Management

- Support the development and implementation of SJPT's strategic plan and program plans (conservation, fundraising, stewardship, etc.), and track the organization's performance vs. plan goals.
- Coordinate the preparation of annual operating budgets and capital campaign budgets. Engage staff and committees in our budgeting process, and report budget performance to staff and board. Track operating and capital budgets, and aid staff with expense decision-making.
- Compile, report financial performance to board.
- Coordinate annual audit process, and participate in audit preparations as needed.
- Work with accountants and staff to ensure financial accounts are properly reviewed and reconciled.
- Approve expense allocations (projects, programs) and improve system for tracking staff time by project.
- Make funds transfers and sign checks for organizational expenses (as authorized).
- Seek opportunities to improve budgeting, bookkeeping and financial systems and processes.

Trustee and Committee Engagement

- Ensure that board meeting dates, times, venues and logistics are in place, and assemble necessary materials in advance (agenda, minutes, project updates, etc.).
- Ensure SJPT's "Trustee Manual" is updated and distributed. Make this accessible online.
- Provide periodic news, stories, and project updates to trustees (keep them informed and engaged).
- Plan and lead trustee orientation sessions, and seek training opportunities for trustees.
- Draft a monthly staff report to trustees (with Executive Director).
- Serve as staff liaison for board committee chairs (standing, ad-hoc, island, advisory board, etc.).
- Coordinate committee chairs and lead staff to ensure committee meeting dates, times, venues, agendas and logistics are in place. Attend committee meetings and ensure notes are taken.
- Responsibility (with committee chairs) for meeting follow-up, including minutes, assignments, deadlines, etc. Ensure committees remain active, updated, on task, and hitting deadlines.

Organizational Effectiveness and Administration

- Lead and manage all internal organizational systems and functions, including facilities, technology, human resources, risk management, hiring, internal communication, staff retention and morale, and compensation assessment.
- Track organizational performance vs. the Land Trust Alliance's "Standards & Practices".
- Manage SJPT's re-accreditation process (next application is due in 2016).
- Support, track implementation of board actions and approved committee recommendations.
- Support creation of outreach activities (newsletters, brochures, social media, etc.).
- Assemble and monitor staff work plans. Ensure staff performance evaluations are completed.
- Seek training opportunities for staff.
- Organize staff meeting dates, times, venues and logistics. Ensure that a staff calendar is maintained.
- Oversee all computer and telephone systems, including hardware, software, web site, back-up systems and remote access. Manage technology support.
- Coordinate SJPT office leases and facility rental arrangements.
- Ensure SJPT office and meeting facilities support the needs of board and staff. Manage office and meeting facility expenses (furniture, equipment, systems, capital improvements, etc.).
- Identify, engage and manage outside consultants (as needed).
- Supervise SJPT's Office Manager.

QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Bachelor's degree and **at least** five years of postgraduate work experience in the non-profit or for-profit sectors. A Master's degree in business, non-profit management or a related field is preferred.
- Highly professional and personable with exceptionally high standards.
- Excellent organizational and quantitative skills with proficiency in managerial and financial accounting.
- Strong and instinctive leadership traits, with the ability to inspire trust and confidence among staff, trustees, donors and volunteers.
- An excellent writer with exceptional communication skills, including public speaking. In addition to demonstrable writing ability, candidate must be articulate and comfortable making presentations to a variety of internal and external audiences (including our board of trustees, major donors, etc.).
- Experienced supervising professional staff.

- Experienced coordinating – and motivating – individuals and groups at all levels within an organization.
- Self-starting and pro-active; exceptional ability to manage multiple tasks; detail oriented; dedicated to driving projects and other assignments to completion.
- Ability to maintain confidentiality and to work independently with confidential information.
- Ability to work effectively with a broad variety of individuals and political perspectives.
- Must be willing to work irregular hours – including some weekends - and to travel frequently between islands. Some travel to the Seattle area will also be required.
- PC skills, including Windows, Microsoft Office and internet (including social media).
- Candidate will easily adapt to (and identify with) the people, communities and culture of the San Juan Islands.

ADDITIONAL ATTRIBUTES: Candidate must be able to thrive within a small non-profit office environment, be willing to jump in and do whatever is needed (we have a relatively flat organizational structure), manage and motivate geographically-dispersed staff and volunteers, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

TIME COMMITMENT: 40+ hours/week; will occasionally include evenings and weekends.

COMPENSATION: Salary, exempt, based on experience. Subject to a 6-month probationary period.

LOCATION: This position will be based in SJPT's Friday Harbor, Washington office.

DEADLINE: Open until filled. Search will begin August 1, 2015, with initial application screening to follow.

APPLICATION INSTRUCTIONS: Please submit resume by email to laurien@sjpt.org (please include "Assistant Director" in the subject line), or by regular mail to:

Laurie Naylor, Office Manager
The San Juan Preservation Trust
PO Box 759
Friday Harbor, WA 98250

The San Juan Preservation Trust is an Equal Opportunity Employer