

the SAN JUAN
PRESERVATION
TRUST

Office Manager

Location:	Friday Harbor, WA
Salary:	\$3,216/month–\$3,910/month depending on experience
Benefits:	Health insurance, 3% matching IRA contributions in next calendar year, generous vacation, 12 days/year medical/family leave, 10 holidays/year
Hours:	32.5 hours/week, exempt employee
Reports To:	Director of Operations & Finance
Deadline:	Position open until filled. For first consideration apply by June 30, 2021.

Summary

The Preservation Trust's Office Manager handles a wide range of administrative, executive, and program support related tasks; creates office procedures to ensure organizational effectiveness, efficiency, and safety; develops intra-office communication protocols; streamlines administrative procedures; and acts as the organization's human resources liaison.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Trustees and currently employs 13 full-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

Responsibilities

- Organize and schedule staff/board meetings; manage SJPT calendar
- Provide support for annual campaign/fundraising gift tracking and reporting
- Cross train in SJPT accounting and bookkeeping functions
- Manage incoming and outgoing mail distribution; scan, email, and file necessary documents
- Log checks and make deposits
- Organize office operations and procedures, while adhering to Land Trust Accreditation requirements
- Ensure appropriate procedures for records protection, retention, disposal, and retrieval
- Provide general support to incoming callers or visitors
- Perform HR duties including: assisting with job descriptions, interview scheduling, and onboarding of new employees
- Support SJPT leadership in managing correspondence and transaction documents
- Serve as point person for office supplies and maintenance
- Possess knowledge of SJPT IT systems, databases (stewardship and fundraising), and QuickBooks accounting system
- Seek opportunities for improving office and communication procedures and technologies
- Ensure security, integrity, and confidentiality of data
- Participate actively in the planning and execution of organization events, including staff and board retreats
- Partner with colleagues to lead Land Trust Alliance accreditation renewal process
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, and building networks with fellow professionals.

Knowledge and Critical Skills/Expertise

- Outstanding ability to express oneself clearly and empathetically in all forms of communication, including speaking, writing, one-on-one, and in group settings
- Decisive and resourceful, with the sensitivity to gain the support and confidence of the Board of Trustees, Executive Director, advisors, all levels of staff, donors, and broader constituency
- Excellent time management skills, ability to multitask and prioritize work, and creative problem solving
- Demonstrated ability to work independently and as a team member
- Ability to exercise sound judgement at all times, including strict discretion when dealing

with confidential and personal information

- Desires to lead process improvement and organize filing infrastructure for efficiency and reaccreditation processes
- Highly motivated to set and achieve measurable goals; passionate and strives for excellence
- Strong commitment to respect, value, and contribute to SJPT's commitment to justice, equity, diversity, and inclusion

Required Qualifications

- Bachelor's degree (or equivalent practical experience) in business, administration, or related field
- At least five years of office or administration management
- Excellent organizational skills and quantitative skills, with proficiency in managerial and financial accounting; detail-oriented
- High level of knowledge and competence in Microsoft Office products and ability to easily learn and train on new software programs
- Self-starter and proactive with strong multitasking capabilities.
- Strong management and people skills regarding HR matters.
- A hands-on team player, working with SJPT's professional staff, trustees, and donors.

Additional Qualifications

- Experience working with volunteers
- Experience working with nonprofits and volunteer boards
- Experience with QuickBooks software, donor databases, and Microsoft SharePoint
- Experience with Real Estate transactions
- Ability to thrive within a small nonprofit office environment; possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands

Location and Travel

The demands of this position require that the candidate live on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) and have regular and reliable transportation for frequent local travel and the ability to be in the Friday Harbor office daily (Monday–Friday).

How to Apply

Send resume, cover letter, and how you learned about this position via email to: jobs@sjpt.org

We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.

All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.