



Position Title: Office Manager

Supervisor: Executive Director

FLSA Status: Part time position (30 hours) with potential for full-time

Salary: Based on qualifications and experience

Location: River Falls, WI

Closing Date: 4:30 p.m. on December 14, 2018.

Position Description:

This position provides a full range of administrative, development and communications program support to the Kinnickinnic River Land Trust, Inc. (KRLT). The Office Manager is responsible for performing and maintaining KRLT office administration functions, supporting the design and implementation of KRLT development, and assisting the Executive Director to support the mission of the KRLT.

Primary Duties and Responsibilities:

Bookkeeping

- Manage KRLT administrative and bookkeeping functions related to revenue and expense tracking and filing, as well as general office functions.
- Process incoming checks and donations in QuickBooks, including the preparation of bank deposits, updating the membership database, and processing thank you tax receipt letters.

Development and Membership

- Maintain membership files in membership database; manage and execute the KRLT membership renewal program, special fall and spring appeals, donor pledges and the membership/donor processing database and acknowledgement functions.
- Help organize and prepare logistics for board and committee meetings, associated field trips and special events. Duties include setting the calendar, maintaining and coordinating arrangements (i.e., meeting rooms, caterer, AV needs, etc.).

General

- Provide staff support to the KRLT Board, related committees, staff, and volunteers.
- Maintain related program and administrative files consistent with Land Trust Alliance (LTA) Standards and Practices and KRLT's accreditation status.
- Maintain land records, organizational records and resource files.

The above statements are intended to describe the general nature and level of work being performed by people in this position. Additional needs determined by Executive Director may be required.



Minimum Qualifications:

- Two year degree in administrative support and 3 years of related work experience; or equivalent combination of education and experience.
- Familiarity with membership management programs, software systems and databases, annual appeal activities and donor recognition programs, such as Donor Snap and Constant Contacts.
- Experience in customer service and written/verbal communication with staff, vendors, customers, members, donors, the public or others.
- Direct experience in general bookkeeping, including the use of QuickBooks, to process bills, deposits, reports, financial communication with supervisor, and other general accounting functions.
- Experience coordinating administrative processes, such as printing, monitoring and ordering office supplies, and processing general purchasing requests.
- Ability to prioritize multi-variable tasks independently, communicate progress, work with attention to detail, and proactively identify routine problems and solutions.
- Experience in MS Office, Word, Excel, Outlook, and Publisher, QuickBooks, and non-profit membership/donor software.

Working Conditions and Supervision

- Supervises no staff, but may help plan and direct the work of volunteers or interns.
- May purchase equipment and supplies as provided for in budget and in consultation with supervisor.
- Work performed in a general office setting.
- Work requires only minor physical exertion and/or strain.

Preferred Qualifications:

- Bachelor's degree in business, communications or related field and 3 years of related work experience; or equivalent combination of education and experience.
- Non-profit experience.
- Experience coordinating production and distribution of publications, marketing materials, and other print/social media/website communication and management.

Application Procedure:

Applicants must submit a resume and cover letter by closing date. References will be requested later when deemed necessary. Items can be mailed to Charlene Brooks (Executive Director):

Kinnickinnic River Land Trust
265 Mound View Road, Suite C
PO Box 87, River Falls, WI 54022

Or by email: charlene@kinniriver.org

The Kinnickinnic River Land Trust is an Equal Opportunity Employer.