

## **Job Opening:**

# **ADMINISTRATIVE & DEVELOPMENT ASSISTANT**



**LAND TRUST**  
SANTA CRUZ COUNTY

Posting date: May 31, 2023

## **Overview**

The Land Trust of Santa Cruz County, a nonprofit organization that has made substantial headway in environmental conservation by helping to protect more than 14,000 acres of various habitats and farmland over the last 45 years, is seeking an organized, detail-oriented, and collaborative team member for the position of Admin & Development Assistant. The Administrative & Development Assistant is responsible for processing donations, processing accounts payable, and maintaining an office environment conducive to collaboration and function. This position interacts with all staff and serves as the communication hub for the Land Trust team.

The Assistant position is a full-time, permanent non-exempt position with excellent benefits and a great work environment. The Assistant is part of the Administrative Team, reporting to the Deputy Director, with matrixed reporting to the Development and Communications Team. The Land Trust offers a green commute stipend, professional development opportunities, staff events with great food and fun, and a kid & dog-friendly office. Work hours total 40 hours per week between 8 am-6 pm, Monday - Friday, with occasional early, late, or weekend work. This position is an office-based position; occasional remote work will be considered for the right candidate. Starting pay is \$22.50/hour and moves to \$24/hour after a satisfactory 90-day introductory period.

## **Responsibilities**

### **Donation Processing**

- Processes and records donations in database and accounting software, generates donation reports, and prints and mails acknowledgement letters.
- Maintains accurate records of all transactions.
- Manages online credit card processing contracts and other related vendor relationships.
- Pulls donor reports from database.

### **Finance Administration**

- Performs accounts payable functions such as uploading and coding invoices and maintaining vendor documentation.
- Responds to staff and vendor inquiries about payments, creates live checks, and assists with bank deposits.

- Reconciles merchandise sales with finance staff.
- Oversees vendor contracting process and obtains certificates of insurance for contract and event compliance.

### **Organizational Support**

- Manages office machines, phones, and office supplies, and coordinates facility repair and maintenance.
- Processes incoming and outgoing mail and fulfills the trail pass system.
- Serves as the first point of communication for incoming emails, calls, and drop ins.
- Develops, standardizes, and updates standard operating procedures.
- Coordinates staff meetings, calendaring, and office supplies.
- Updates staff contact info and employee handbook and assists with employee onboarding and employment compliance.
- Other duties as assigned.

### **Required Knowledge, Skills, Ability & Experience**

- Exceptional attention to detail and accuracy.
- Solid computer and calculator skills.
- Passion for the Land Trust's work and enjoyment of working alongside others.
- Available to work evening or weekend events as needed.
- Valid driver's license and proof of insurance.

### **Preferred Knowledge, Skills, Ability & Experience**

- Experience using Quickbooks, donor databases, Word, Excel, PowerPoint, Teams, Zoom, or others.
- Ability to adapt to differing workstyles, work in a hybrid remote/in-person team, and ability to carry out complex tasks with minimal supervision.
- B.A. or equivalent degree.
- Ability to occasionally lift and carry objects weighing up to 30 pounds.

The Land Trust of Santa Cruz County operates in an ecologically and demographically diverse region of central California. We recognize that our organization does not represent the human diversity of our region that will enhance our work and impact.

The Land Trust aspires to be an organization representative of the communities we serve. We are looking for people with a passion for nature, land protection, and teamwork. We encourage everyone to apply for our available positions, even if they don't meet all the hiring criteria listed in the job description.

Interested applicants are encouraged to apply as soon as possible and no later than June 16, 2023. Applications will be reviewed on an ongoing basis.

To apply, send your resume and cover letter to [job@landtrustsantacruz.org](mailto:job@landtrustsantacruz.org).