



Executive Administrator & Board Liaison Position Announcement

Job Title: Executive Administrator & Board Liaison
Reports to: Executive Director

Want to be part of a dynamic non-profit that is making a difference in protecting our local communities from the impacts of climate change? Interested in contributing your talents to a deeply committed, growing team that plays a key role in preserving nature in Sonoma County?

Sonoma Land Trust (SLT) is ready to hire a resourceful and detail-oriented team member who thrives in a fast-paced and fluid environment, to collaborate between the executive team and board of directors in managing workflow, communications, and administrative projects that are key to SLT operations. This person is critical to ensuring the organization runs efficiently and effectively to drive the SLT mission forward.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Overview

The Executive Administrator & Board Liaison is a vital contributor to the executive team at Sonoma Land Trust with comprehensive project management and administrative responsibilities for the Board of Directors, Executive Director, and Leadership Team. As Board Liaison, this person is the principal coordinator of all Board related communications, meetings, education, and governance. As Executive Administrator, this person will initiate, coordinate, and monitor the progress of critical projects and executive office workflow to ensure that projects are on track. This person also ensures effective communication and coordination both internally and with external partners through direct involvement in key meetings, events, and organizational functions.

The Executive Administrator & Board Liaison will report directly to the Executive Director and maintain close working relationships with the Philanthropy Director and the Operations Director.

You are encouraged to apply if you:

- Have 2+ years of relevant experience.
- Know how to organize and prioritize to keep work on track.
- Are comfortable managing up.
- Enjoy coordinating meetings and events.
- Value fostering strong relationships.

Primary Responsibilities

Board Liaison

The Executive Administrator & Board Liaison is the primary point of contact between the executive office and the Board of Directors, with key responsibility for fostering collaboration, managing governance tasks, ensuring compliance, and handling logistics. This person ensures that there is a timely flow of communication and follow-up on board activity and interactions.

- Manages board engagement through planning and logistics of board meetings, educational field trips, workshops, and celebrations.
- Advances the growth and evolution of the Board of Directors through project management of the Board Affairs Committee activities including recruitment administration, onboarding new directors, maintaining the Board Manual and training materials, meeting participation, and follow-up.
- Maintains statutory and legal documentation of board actions, including board packets, meeting minutes, agendas, resolutions, and governance documentation.
- Ensures legal and organizational compliance through accurate and up-to-date Conflict of Interest forms, bylaw updates, and audit requests.
- Supports the Executive Director with the assembly, reviewing and proofing of board packets, written reports, and presentations.
- Facilitates the board's work through the logistical coordination of scheduling, communications, and maintaining the Board Portal.
- Drives continuous process improvement for the board by implementing best-in-class technology for efficiency and productivity.

Executive Administration

The Executive Administrator & Board Liaison performs a critical role in managing organizational priorities and executive office workflow in collaboration with the Executive Director and Operations team.

- Oversees executive office workflow through calendar management and tracking project milestones.
- Optimizes the Executive Director's overall schedule and efficient use of their time.
- Works closely with the Executive Director in running the administrative functions of the executive office, including coordination of leadership team meetings and follow-up.
- Assists the Executive Director with special projects and occasionally represents the organization at workshops, conferences, and special events.
- Supports effective and timely communications between the Executive Director and key organizational partners such as donors, board members, elected officials, and agencies, by developing rapport and ensuring proper follow-up.
- Manages the Executive Office budget.
- Implements and maintains processes, resources, and tools for improving executive team efficiency and communication.

Fundraising Operations Support

The Executive Administrator & Board Liaison plays a critical part in securing the capacity to advance the SLT mission by supporting the philanthropy team in managing fundraising workflow and donor communications.

- Participates in Major Gifts meetings, Philanthropy department meetings, and the scheduling and organizing of logistics for key donor meetings.
- Supports the management of the Philanthropy Director's schedule.
- Collaborates with the Philanthropy and Operations departments on logistical support of donor, board, and staff events and workshops.

Qualifications

SLT encourages candidates with diverse backgrounds, experience, and transferrable skills to apply.

A candidate's relevant experience should include a mix of the following:

- A bachelor's degree OR equivalent experience demonstrating personal achievement.

- A minimum of two years of demonstrated experience working with non-profit organizations, governmental agencies, or businesses supporting complex projects.
- Excellent organizational skills, proofreading skills, and attention to detail.
- Outstanding written and verbal communication skills.
- Demonstrated ability to work independently, take initiative, prioritize assignments, problem-solve, and meet deadlines.
- Exceptional interpersonal skills, including the ability to exercise sound judgment, tact, and confidentiality.
- Ability to foster strong collaborative relationships with co-workers, teams, board members, and partner organizations.
- Thrive in a fast-paced environment.
- Experience managing events involving leadership, board members, staff, or donors.
- High proficiency in the Microsoft Office suite of applications (Word, Outlook, PowerPoint, Excel) and familiarity with the cloud-based applications Zoom, Box and DocuSign.
- The ability to work flexible hours, including an occasional weekend or evening event.
- A valid driver's license.
- A passion for land conservation and community service.

Schedule, Salary & Benefits

Position is full-time, 40 hours per week (exempt status).

Salary starting at \$73,000 commensurate with experience. Benefits include generous employer contributions to medical, dental, and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure, and personal and parental leave in accordance with SLT policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model.

About Sonoma Land Trust

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 57,000 acres of scenic, natural, agricultural, and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [the Sonoma Land Trust website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change, and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

To Apply

Please email your resume and cover letter to staffing@sonomalandtrust.org.

Sonoma Land Trust is an Equal Opportunity Employer

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.