

Office Manager – Vermont River Conservancy

Position Summary:

Part Time Office Manager; 2 days / week

Organizational Description:

Vermont River Conservancy protects shorelands throughout Vermont for their recreational and ecological values. Founded in 1995, VRC is a small non-governmental, not for profit land trust, with an office in Montpelier, VT. VRC works with volunteers, contractors and landowners around the state to accomplish our mission, and receives funding support in the form of grants and donations from the State of Vermont, private foundations, and individual donors.

Job Description:

The Office Manager will execute day-to-day business operations for the Vermont River Conservancy, including:

- Financial Management: Coordination of accounts payable & receivable with VRC staff and bookkeeper, management of financial reports, management of QuickBooks accounting program;
- Grant management and reporting;
- Donor and fundraising tracking and management;
- E-mail and phone communications;
- File management;
- Technology coordination;
- Website and newsletter communications;
- Depending on skills and experience this position has room to grow into additional development and fundraising work, including grant writing and donor development.

Working Conditions & Compensation:

Office manager will work out of the Vermont River Conservancy office in Montpelier, VT. Part-time position start date is February 3rd, 2014 and is anticipated at 16 hours/week, with potential for growth. Pay range: \$17,000 - \$20,000 annually, depending on qualifications and experience.

Qualifications:

A successful candidate will have a thorough working knowledge of QuickBooks, Microsoft Office suite, WordPress website management, and not-for-profit financial management. He or she will demonstrate their ability to manage all aspects of business operations, including procurement, AP/AR, and database management. Effective communication and team collaboration skills necessary to achieve organizational visions and goals. Room to grow for candidates with effective fundraising skills, including an ability to identify and solicit new donors. Background familiarity with land conservation and land trusts helpful, as is an understanding of water quality and riparian land use issues in Vermont and the governmental and non-governmental partners that work state-wide to address them. A successful candidate will be highly organized, detail oriented, and have minimum two years' direct work experience with financial and office management, or comparable academic credentials.

To Apply:

Please send your cover letter and resume with "Office Manager" in the subject line to vermontriverconservancy.org by January 10, 2014.