

CONNECTICUT
Land Conservation Council

Office & Operations Manager - Part-Time

Posted September 23, 2024

- Position:** Office & Operations Manager
- Status:** Part-time, 20 hrs/wk, non-exempt, with the option to take on more hours in February and March in preparation for CLCC's annual conference.
- Location:** This is a hybrid position, requiring at least three days in CLCC's offices in Middletown, CT. These may be partial days, and other hours may be worked remotely. Occasional in-state travel and evening/weekend hours will be required.
- Reports to:** Executive Director

About the Connecticut Land Conservation Council (CLCC)

CLCC is the statewide service provider and umbrella organization for Connecticut's ~120 land trusts. We are a leader in advocacy and policy, education and training, and technical assistance to empower land trusts and other conservation organizations to ensure the long-term viability of land conservation efforts in the state.

Since its formation in 2006, CLCC has grown into one of the most effective land trust service associations in the country, offering a wide range of programming and services, including traditional capacity building, training, and grant programs, along with new and creative opportunities for land trusts to better connect to one another and their communities for greater conservation, economic, and social impact.

Position Overview

The Connecticut Land Conservation Council (CLCC) seeks an organized, detail-oriented individual to serve as our Office & Operations Manager. In this multifaceted role, you will ensure the smooth day-to-day functioning of CLCC's administrative operations, support donor management, and assist with event logistics, all while contributing to the overall success of our small, mission-driven team.

Duties and Responsibilities

1. General Administration

- Manage daily office operations, including telephone support, mail processing, and inventory management of office supplies, printed materials, and merchandise.
- Oversee general office filing systems, including contracts, invoices, timesheets, and expense reports for bookkeeping.
- Serve as the primary point of contact for administrative support services, ensuring that technological needs (phones, computers, website, etc.) are met.
- Obtain quotes and liaise with vendors for materials such as printed publications and event-related needs.
- Assist with collecting documents and reports needed for annual audit.

2. Donor Database Management

- Maintain CLCC's donor database by entering donations, generating and printing acknowledgment letters, and ensuring best practices to maintain a clean database.
- Update online donation forms and seasonal acknowledgment letters to ensure they remain current and relevant.
- Provide regular reports for bookkeeping and assist with list segmentation for events, appeals, and email campaigns.

3. Land Trust Membership Program

- Respond to inquiries regarding CLCC's organizational membership program, updating membership information on the website and in CLCC's internal records.
- Support annual renewal campaigns through mailed and emailed renewal notices.
- Ensure accuracy and relevance of all printed and online membership materials.

4. Event and Conference Support

- Assist with logistics for CLCC events, including venue reservations, catering orders, and material preparation for tabling efforts.
- Lead the coordination of CLCC's annual photo contest and Excellence in Conservation Awards.
- In Year 1, support the planning of CLCC's annual conference, with the expectation to take the lead in Year 2. This includes managing venue logistics, catering, registration, printing of materials, sponsorships, and volunteer coordination.
- Assist with generating print and online communications related to event promotion.

5. Other Duties as Assigned

- As part of a small, collaborative team, this position will contribute to various projects and tasks as needed.

Qualifications

Required Qualifications:

- Proven experience in office administration, operations, or a similar role, with a minimum of 3 years managing administrative tasks, coordinating office operations, or providing operational support in a professional environment.
- Strong organizational skills and attention to detail, with a demonstrated ability to handle multiple tasks, manage priorities, and ensure accuracy and consistency in their work.
- Strong working knowledge of office software, including Google Workspace. Ability to troubleshoot basic office technology issues as needed.
- Experience with donor database management, including entering data, running reports, and maintaining clean, accurate records. Familiarity with Little Green Light or similar platforms is a plus.
- Proven ability to communicate effectively with team members, vendors, and external stakeholders, ensuring clarity and professionalism in all interactions.

- Experience working in small teams where adaptability and a willingness to assist in various areas are required. Capable of taking initiative and completing tasks with minimal supervision.

Preferred Qualifications:

- Experience in event planning, including supporting logistics such as booking venues, managing catering, and preparing materials for meetings or gatherings.
- Familiarity with the operational needs and challenges of small nonprofit organizations, especially in the land conservation or environmental sector.
- Background in administering organizational or individual membership programs, including renewals, responding to inquiries, and maintaining up-to-date membership records.
- Basic graphic design or website skills, including tools like Canva, WordPress

Any formal education, certifications, or training in project management, office management, or operational efficiency would be an asset.

Salary and Benefits

CLCC offers a competitive salary and comprehensive benefits package. The hourly rate for this position ranges from \$25.00 to \$30.00 per hour. CLCC offers all employees working 20 hours per week or more a comprehensive benefits package, including 1) health insurance benefits; 2) access to a SIMPLE IRA with a 3% employer match; 3) paid time off, including vacation, holidays, sick time, and discretionary days.

To Apply

Email your resume and cover letter, combined in one PDF, to info@ctconservation.org with the subject line reading "CLCC Office Manager Application". No phone inquiries, please. Applications will be reviewed on a rolling basis. The position is open until filled.

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The Connecticut Land Conservation Council is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We strive for a collegial and diverse environment of people who generate innovative ideas and work hard to implement them. Read about our board, staff, mission, and values on our website at www.ctconservation.org