



Mississippi Valley Conservancy Job Posting

Administration Manager

Full-time salaried, 40 hours a week

Salary Range: \$49,000 – \$59,000

Location: La Crosse, WI

Desired Start date: April 15, 2024

Are you looking for a career that will help make the world a better place? Do you love working with people and fostering deeper connections with community, nature, and the outdoors? Are you a collaborator who enjoys being on a team? Are you detail-oriented and organized?

If you answered yes to these questions then we have an exciting opportunity for you!

Who are we?

Mississippi Valley Conservancy is on a mission to conserve native habitats and farmlands in the Driftless Area for the health and well-being of current and future generations.

In this time of rapid climate change, our services help landowners and communities protect their land from development while restoring resilience and biodiversity to the land.

We work with landowners who choose to permanently protect their private land through conservation easements. We also own and manage public nature preserves with the goal of restoring native habitats to enhance biodiversity and protect declining species in this time of global climate change. We encourage low-impact outdoor recreation that benefits the physical and mental health of communities on public nature preserves we protect.

Purpose of the Position:

The Administrative Manager supports Mississippi Valley Conservancy's overall operations including office and event management, IT support, donation processing, and general support for Conservancy programs. The ideal candidate will have excellent communication skills, strong attention to detail, and an ability to perform a diverse range of duties.

This position reports to the: Executive Director

Key Responsibilities:

Operations and Administration

- Provide administrative support to the Executive Director, other staff members, and the Board of Directors.
- Greet visitors and be a welcoming representative of the organization.
- Manage incoming and outgoing communications, including emails, collecting and distributing mail, and phone calls.
- Ensure that record-keeping policies are followed; manage documents for land trust accreditation.
- Coordinate logistics for events, including RSVP management, and volunteer coordination.
- Provide general office support, such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace.
- Seek competitive bids for supplies from contractors, insurance companies, and other vendors.
- Maintain vendor relationships, contracts, contact information, and administrative records.
- Act as point person for facilities, equipment, insurance, and administrative records.
- Track inventory of supplies, hardware, software, and licenses.
- Maintain calendar for renewal of contracts with vendors, service providers, and annual registrations and filings.
- Assist in preparing an annual budget with input from the team.
- Review, organize and submit timesheets to accountant.
- Prepare and make bank deposits.
- Assist the accountant with support of the annual audit.

- Maintain and update media and board files.

Fundraising

- Assist with donor management activities, processing donations.
- Work with the Development Associate to maintain donor prospect list.
- Assist with the annual fundraising event, RSVPs, registration, auction logistics, and volunteers.
- Maintain fundraising platforms including Donor Snap, Earth Share, and Network for Good.

Human Resources

- Support the onboarding of new staff.
- Oversee organizations 403(b) plan with assistance from an accountant and executive director. Maintaining legal compliance regarding HR, and labor laws.
- Maintain accurate records and information with confidentiality.
- Maintain personnel files and safeguard employee data.

Information Technology

- Oversee use and maintenance of office equipment, including computer systems, copiers, printers, phone systems, and other hardware.
- Troubleshoot IT issues as needed and be the point person for IT support contractors.
- Coordinate with contracted IT service to manage file and document backup, maintain anti-virus and cyber security software, and address staff technical needs.
- Review and maintain IT policies and procedures.
- Purchase approved office equipment.
- Manage office systems: internet, phones, back-ups, login information.
- Assist with website maintenance.

Abilities, Skills, Qualifications:

- Experience in office administration and management.
- Strong ability to be proactive, multi-task/prioritize and provide attention to detail and follow-up.
- Excellent organizational skills.
- Strong communication skills.
- Demonstrated ability to work collaboratively with colleagues and partner organizations.
- Customer service orientated.
- Proven independent, self-starter qualities.
- Proficiency in Microsoft Office programs, plus experience or aptitude with website maintenance.
- Familiarity with QuickBooks Online
- Proficiency in Excel spreadsheet management.
- Ability to balance, prioritize, and manage multiple competing projects and deadlines.
- Possess a valid driver's license and dependable vehicle.
- Availability to work occasional evenings and weekends on a flexible schedule, as required.

Preferred Skills

- Experience with nonprofit organizations a plus.
- Familiarity with Constant Contact, and Donor Software.
- Strong writing and editing skills.

Compensation and benefits:

- **Salary range** \$49,000 to \$59,000 based on experience and specific expertise.
- Full-time, exempt position, working 40 hours per week. We believe in caring for others at work and at home. The Conservancy is committed to keeping the workload in alignment with the true hours worked and respecting the space needed to take personal time to care for your well-being.

- In the first year, we offer 10 days of vacation (increases with years of employment), 12 days medical leave per year, and 12 paid holidays. We offer a flexible, family-friendly schedule whenever possible.
- We provide medical insurance and a 4% contribution match to a 403b retirement plan.
- After 12 months of employment we offer up to 60 days parental/adoptive/medical leave with 30 days paid.
- We foster a respectful, collaborative, and fun work environment.
- We promote and sponsor individual and joint professional workshops and trainings.
- We have an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity, and inclusion with all employees.

Hiring process and timeline:

- We will review applications on a rolling basis until the position is filled; preference is given to applicants submitting prior to March 27, 2024.
- Our hiring team will select finalists and begin interviews as qualified applications are received.

To apply:

- Please submit a resume of qualifications and a brief (one page) cover letter, including where/how you first found out about this position in **one PDF** to Carol Abrahamzon, Executive Director at carol@mississippivalleyconservancy.org. We look forward to your application!