



Job Description: Membership and Office Administrator

SKAGIT LAND TRUST MISSION: Conserve wildlife habitat, wetlands, agricultural and forest lands, scenic open space and shorelines throughout the mainland and islands of Skagit County for the benefit of our community and as a legacy for future generations.

Skagit Land Trust believes in: Sound Ecosystems, Sustainable Stewardship, Engaged Volunteers, Involved Members and Community, and Effective Collaboration. We adhere to the highest ethical standards in carrying out our mission and strive for transparency in our operations. The Trust works with 1,500 supporters and over 40 partner organizations to accomplish its mission. One of our core values is to have a workforce, board, and program focus that reflects the wide diversity of the communities we serve.

POSITION SUMMARY:

The Membership and Office Administrator assists the Development Director in membership and database management and the Executive Director with office, financial and board administration. The Membership and Office Administrator is often the first contact at Skagit Land Trust and enhances the Trust's value for its staff, board, members, partners, and the general public. This position handles confidential information and financial records, therefore, an offer of employment will be contingent upon successful completion of a background check.

Status:	Fulltime, Non-exempt position
Location:	Mount Vernon, WA, but with limited remote-work options.
Work environment:	The position is primarily office-based (90% of the time). The majority of the work schedule will be Monday-Friday from 9am-5 pm. Occasional evening and weekend work for SLT events. The position may require standing, sitting, kneeling, and the ability to lift up to 25 lbs.
Salary:	\$18.00 - \$24.00/hr. (dependent on experience) plus benefits, including health benefit stipend, 403(b) plan, and vacation plan.
Reports to:	Development and Outreach Director (65%) and the Executive Director (35%).

TO APPLY

- Please submit your resume and a cover letter describing your interest in the position and which of your life experiences and attributes are most relevant to the job.
- Email to: jobs@skagitlandtrust.org
- **Submit your resume and cover letter by July 12.** It is expected that the application review and interview process will take approximately one month.



BRIEF DESCRIPTION OF DUTIES:

Development & Communications (65%)

- Efficiently and accurately process all donations, including matching gifts and soft credits from a variety of sources including checks, credit cards, online giving, electronic funds transfer, stock/securities transfer, and other sources
- Maintain data integrity for donations and donor records in database, accurately recording key donation information, such as each donation's donor, source, purpose, and date
- Sends follow-up communications to donors to collect pledges, obtain updated credit card information, and otherwise ensure that donor and donation information is accurate
- Generates and mails correspondence including thank you letters, new member welcome packets, pledge reminders and tax letters using mail merges
- Work with the Development & Outreach Director to prepare and execute acquisition appeals, membership renewals and provide assistance with membership fulfillment
- Participate in the planning, implementation, and support for various donor programs and special events, including RSVP registration, follow-up, procurement of in-kind donations and post-event reports, etc
- Assist with the creation of development queries, monthly and ad hoc reports, and mailing lists. Assist in maintenance of membership and annual giving reports
- Provide technical support for staff issues with Salesforce and work with Salesforce and IT consultants to troubleshoot more complex problems
- Oversees bulk mailing and bulk mailing volunteers

Administrative Support for Mail, Finances, Records and Grants (20%)

- Oversees daily banking, receipts, and mail functions.
- Provides financial activity reports for bookkeeper.
- Oversees invoice and grant tracking for organization.
- Prepares payments for Executive Director and board approval.
- Assists with annual audit preparation.
- Maintains administrative, board and policy records
- Oversees SLT's permanent storage of records.

Admin Support for Board, Staff & Facility (15%)

- Greets visitors, answers phone and responds to general inquiries.
- Keeps track of ED, board and staff schedules and calendars.
- Schedules general staff meetings and oversees organization calendar
- Manages board website and ensures board receives needed material for meetings & activities.
- Works with staff to maintain a professional-looking office environment
- Works with facilities committee for any office repair required
- Oversight of office supplies, inventory, and administration-related vendors.



- Contributes to an inclusive workplace culture and support the Trust's commitment to justice, equity, diversity, and inclusion
- Opportunity to serve on Trust Committees and attend trainings

QUALIFICATIONS:

- Development/fundraising/membership experience, preferably with a nonprofit organization.
- Proficiency in Microsoft office suite (word, excel, outlook) and general computer software
- Demonstrated ability to work accurately and effectively with donor databases with a high degree of accuracy (Salesforce NPSP or similar database system), and digital fundraising/communication tools (such as MailChimp, Click & Pledge, Clickbid or similar systems)
- Skill in creating systems that help support bookkeeping, contract management and finances for organization
- Development/fundraising/membership experience, preferably with a nonprofit organization.
- Professional communication skills with a dedication to excellent customer service.
- Strong self-motivation and the ability to work independently and as a contributing team member.
- Able to manage and prioritize many tasks simultaneously
- Strong written, verbal, and interpersonal communication skills
- Commitment to maintain strict confidentiality and exercise discretion with donor and financial information.
- A commitment to the Trust's Justice, Equity, Diversity, and Inclusion process to ensure that underserved communities are engaged and prioritized in the Trust's internal and external work
- Bilingual and multilingual skills valued

Skagit Land Trust is an Equal Opportunity Employer. We recognize that an enduring and healthy natural environment for all generations of people and wildlife depends on biodiversity and a human society with cultural and social diversity. We seek to involve staff, board, volunteers, members, supporters, vendors, and communities from many different lived experiences and backgrounds. We are committed to creating an inclusive environment for all employees.