



2861 NYS Route 73 | PO Box 130  
Keene, NY 12942  
(518) 576-2400  
adirondacklandtrust.org  
info@adirondacklandtrust.org

## OFFICE ADMINISTRATOR

The mission of the Adirondack Land Trust (ALT) is to forever conserve the forests, farmlands, waters and wild places that advance the quality of life of our communities and the ecological integrity of the Adirondacks. ALT's program area includes nearly 7 million acres in the Adirondack Park and northern New York. Through private initiative, community cooperation and a deep connection to the land, the Adirondack Land Trust has protected 27,149 acres since its founding in 1984. We currently oversee 16,207 acres under conservation easement, and own 1,762 acres of public preserves and conservation lands. ALT received its accreditation from the Land Trust Accreditation Commission in 2019, reflecting a commitment to sound finances, ethical conduct, responsible governance, and lasting stewardship.

### POSITION SUMMARY

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The **Office Administrator** will be responsible for a wide range of activities to ensure that fundraising, operations, and programs function at the highest capacity during a time of organizational growth. This position will report to the associate director of philanthropy and support major gift fundraising in addition to owning his/her/their own portfolio of critical tasks. Through schedule and communications management, the Office Administrator helps develop and maintain relationships with donors, prospects, partners, board members, and other staff. This position will use existing technology and new tools to develop, maintain and execute systems for donor relations, board governance, operations, and record keeping. This person will work primarily from ALT's main office in Keene, NY. All ALT employees are required to provide proof of COVID-19 vaccination.

### KEY RESPONSIBILITIES

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#### Philanthropy Support:

- Assist with fundraising activities and deliverables to ensure the executive director, director and associate director of philanthropy can focus 50% of their time on cultivation, solicitation and stewardship of top prospects, attend strategic events and activities.
- Assist executive director with follow-up after meetings with donors and prospects, events and activities.
- Staff and support targeted donor trips and events.

#### Operations and Administration:

- Assist with scheduling, communications and program planning to strengthen relationship with donors, prospects and board members.
- Serve as a liaison to the Board of Directors including preparation of meetings and retreats, maintaining board related information, and fostering effective communications.
- Responsible for organizing and providing logistical support for quarterly board meetings, weekly staff meetings, and board committee meetings.
- Provide program support, project management and assistance to help ALT run smoothly and achieve program goals (e.g. intern/staff hiring, time tracking, annual performance review process and objective setting, staff travel arrangements, computer support, bi-annual policy review, office management, merchandise ordering).
- Help schedule the Executive Director's time and assist with administrative tasks to maximize outreach, efficiency, program and fundraising effectiveness (e.g. document management, timesheets, expense reports, travel arrangements).
- Use the database to document and provide reports related to donor outreach, visits and other contacts.

### QUALIFICATIONS

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- Excellent written and verbal communication, good judgement, and strong time management skills.
- Strong organizational skills, high level of discretion, and attention to detail.
- Ability to work effectively both unsupervised and with teams.
- Experience with database management and Excel.
- Strong commitment to high standards and personal accountability.
- 3-5 years of experience in non-profit work or a related field.

## **BENEFITS AND COMPENSATION**

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Reports to: Associate Director of Philanthropy

Salary: \$40,000 depending on experience

Benefits: Paid vacation and holidays; matching contribution to 403(b) retirement; health, vision and dental.

## **HOW TO APPLY**

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Submit cover letter and resume by **September 30, 2022** to [info@adirondacklandtrust.org](mailto:info@adirondacklandtrust.org).

## **ORGANIZATIONAL STATEMENT**

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Data show that some types of candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. As a small and growing organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you.

We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We value diversity, equity and inclusion as essential to all aspects of conservation work, and to ensuring that the Adirondack Park welcomes and provides benefits for all people. We also understand the value of work/life balance.

ALT affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.