



sacramento valley
conservancy

open space. for all.

Administrative Director Position Description

Background

The Sacramento Valley Conservancy (SVC) was established in 1990--the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational and habitat purposes. SVC has protected over 18,000 acres of land including regional trail systems, vernal pool preserves & oak woodlands. SVC is governed by a twelve-member Board of Trustees, and has five full-time staff, four part-time staff, more than 50 dedicated docents, hundreds of volunteers and various consultants.

Responsibilities

The Conservancy's Administrative Director assists the Executive Director, Acquisition Director and the Stewardship Director and keeps daily track of the organization's finances and produces financial reports for the Board of Trustees, staff, consultants and agencies, as necessary. The Administrative Director oversees the maintenance of the donor database and coordinates as needed with the Executive Director on donor recognition and newsletter production. The Administrative Director reports to the Executive Director and works closely with the Board Treasurer and financial and accounting consultants, including the auditor. The Administrative Director manages the Administrative (Accounting) Assistant and the Administrative/Communications/Marketing Assistant positions on a daily basis, but both positions ultimately report to the Executive Director. The Administrative Director also manages or supervises the management of volunteers for administrative duties and events.

I. PROGRAM ADMINISTRATION & FINANCE (70% of time)

- Provide administrative support to Executive Director, Acquisition Director and Stewardship Director
- Pay bills or supervise those who are
- Coordinate with payroll service or supervise those who are
- Make deposits
- Work with the accounting consultant for reconciliation of accounts with bank statements
- Track incoming properties /conservation easement endowment funding to ensure in proper investment accounts
- Review recorded properties /conservation easement /preserve management documents to determine and follow any long term financial responsibilities

- Invoice and/or assist Acquisition Director with invoicing property costs
- Develop financial reports for Board of Trustees, staff, consultants and agencies, on an as needed basis, including annual property financial reports related to endowment use
- Work with staff to ensure accurate and current financial reports
- Keep separate track of dedicated funds and their interest
- Work with auditors during annual audit
- Coordinate with the Board Treasurer and the auditor on production of required annual Federal (990 and 5500) and State (199 and RRF-1) forms
- Review and provide support for development of annual budget
- Handle employee paperwork, insurance and other misc. human resource matters or supervise those who are
- Record donations on computer database program or supervise those who are

II. FUNDRAISING AND EVENTS (20% of time)

- Assist with donor mailings or supervise those who are
- Handle event registration and assist, as needed, with events, including managing volunteers, or supervise those who are
- Work with staff and consultants to ensure accurate and current donor data systems, and supervise those who are
- Produce annual donor report
- Assist Executive Director with donor recognition

III. PUBLIC OUTREACH (10% of time)

- Maintain database for newsletter and other mailings or supervise those who are
- Assist staff with newsletter production and mailing, or manage those who are
- Assist staff with distribution or mailing of promotional materials, or manage those who are
- Respond to inquiries from the public, as needed
- Serve as the main person in charge in the SVC office on a daily basis.

Other duties as assigned.

Qualifications

- Background in bookkeeping/accounting, administrative and human resource duties and public outreach. Generalists with expertise or experience in a variety of these areas will be preferred, as will people with experience with nonprofits or land trusts.

- Good communication (written and oral) and organizing skills. Computer skills necessary, especially bookkeeping and database management.
- Ability to work among people of diverse backgrounds
- Ability to manage at least two employees
- Willingness to enlist and work with volunteers
- A genuine interest and enthusiasm for private voluntary land conservation
- A self-starter with the proven ability to initiate and follow through on programs or projects
- Valid driver's license.

Compensation

This is budgeted as a full-time position. Compensation is paid by actual hours worked during each pay period. Time will fluctuate during the year, depending on project activity. Flexible hours and benefits package, includes 403b retirement account, medical benefits, worker's compensation, and state disability.

Please email a cover letter, resume and contact information for three references to khopkins@sacramentovalleyconservancy.org with "Administrative Director" in the subject line. Applications are only accepted electronically. No phone calls please. The position is available 5/18/2018 and is open until filled. The Sacramento Valley Conservancy is an equal opportunity employer.