

Damariscotta River Association

OFFICE MANAGER

Job Description

Office Manager. The Damariscotta River Association (DRA) seeks an energetic and skilled office manager to assist with all aspects of land trust administration. Database, word processing, and spreadsheet expertise are required, and specific experience with desktop publishing software and GiftWorks or other membership database software is a plus. Strong organizational, writing, and interpersonal skills, as well as a high level of computer literacy to facilitate learning new software, are critical for success in this role. A familiarity with financial management systems, non-profits, development, and Maine foundations would be of help, as would graphical skills and experience coordinating volunteers. Candidates must understand and be willing to support the DRA's conservation and education mission. This is a full time salaried position with benefits - compensation commensurate with experience. Some weekend and evening time is required. Please send a resume, cover letter, and additional writing sample either by mail to Steven Hufnagel, DRA, P.O. Box 333, Damariscotta, ME 04543, or electronically - preferably in PDF format - to steven@draclt.org. Submissions must be postmarked or received electronically by February 19, 2010.

Summary: The Damariscotta River Association Office Manager employs his/her knowledge and experience to manage the front office and all its functions necessary to support the administration of the Land Trust. Principal work tasks include a range of support activities for the daily operations of the Great Salt Bay Farm Heritage Center - Land Trust office. The office manager directly reports to and is responsible to the Executive Director.

DRA Mission: The Damariscotta River Association is a community-based regional land trust and environmental organization formed in 1973. Our mission is to "preserve and promote the natural, cultural and historical heritage of the Damariscotta River and adjacent areas for the benefit of all."

DRA Workplace Philosophy: The DRA seeks to foster a dynamic and professional work environment that makes full use of the range of talents of employees and volunteers in pursuit of the organization's mission, with a focus on our constituents, our local communities, and the Damariscotta River.

Administrative Support

- Provide administrative support to the Executive Director and to the Stewardship Director/Lands Associate, and Education Coordinator.
- Manages the booking of DRA's Round Top Farm facility, in consultation with the Executive Director.

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Membership, Development, and Financial Bookkeeping

- Bank Deposits: Prepare deposits of contributions, payments, and other income to the bank accounts of the Land Trust.
- Database Maintenance: Maintain the membership database (GiftWorks) in accurate and up-to-date format. Add contribution information, track member addresses, and ensure data quality.
- Gift Acknowledgement: Notify the Executive Director of all contributions/payments requiring a thank you based on determined criteria. Generate thank you notes for all contributions.
- Financial Records: Maintain and process appropriate spreadsheets as needed and directed by the Treasurer and Executive Director. Maintain hard copies of invoices and donations. Maintain accurate and up-to-date records of all financial transactions, including manual files.
- Bill Payment: Pay all bills with guidance, as necessary, from the Executive Director and/or Treasurer.
- Mailings: Ensure that all mailings and follow-ups are sent out in a timely fashion.
- Volunteer Coordination: Assist in recruiting and coordinating volunteers for special events (e.g.: concert, lobster bake, annual meeting, and Christmas party), mailings, and office tasks.
- Data Backup: Ensure that files are appropriately located on the server and perform computer backups on a regular basis following data protocols.

Communications

- Reception: With help from volunteer office assistants as possible, answer telephone calls, route calls, and take messages; greet visitors to the office; and provide requested information as appropriate.
- Mail Management: Pick up and deliver mail; route all mail; coordinate bulk mailings; prepare mail for delivery to the Post Office; maintain a supply of postage stamps for the needs of the office; and send, receive, and distribute faxes.
- Website: Ensure that website is current and request current content from staff as needed. As of January 2010, a volunteer webmaster posted all new content as requested by staff.
- Email Correspondence with Members: In consultation with the Executive Director, create and send visually-appealing updates to members regarding DRA accomplishments and upcoming events.
- Document Preparation: Provide word processing, spreadsheet development, mail merges, and other computer support services to the Executive Director and Stewardship Director.
- Filing: Place all paper and electronic documents in appropriate files of the filing system of the Land Trust.
- Newsletter: Manage assembly of newsletter and e-newsletter content.
- Office Supply Inventory: On a quarterly basis and within budget guidelines, prepare for approval orders for office and facility supplies and equipment including brochures, membership envelopes, and stationary. Prepare a written order for approval by the Executive Director.