

Administrative Manager

Job Description



20 hours per week, \$22 per hour

The Administrative Manager works together with the Executive Director to support the purpose of the Trinidad Coastal Land Trust (TCLT) through increasing fundraising activities, basic bookkeeping, grant tracking and invoicing, management of donor databases, and efficient office management. **Read more about TCLT at www.trinidadcoastallandtrust.org.**

CORE DUTIES AND RESPONSIBILITIES

FUNDRAISING (50%)

- Assist Executive Director in coordinating the Fundraising Committee to support implementing the fundraising plan and generate new fundraising ideas.
- Maintain our donor database to track donations, members, and volunteers.
- Assist with fundraising appeal direct mailings by assembling mailing lists, completing mail merges, and producing thank you letters.
- Grow the Business Partner Program by cultivating relationships with existing and new partners, and track and manage partner benefits.
- Support and generate innovative approaches to increase fundraising activities such as annual fundraiser events, major donor parties, merchandise sales, collaborations with businesses, and special tabling events.

ADMINISTRATIVE (50%)

- Perform basic bookkeeping tasks, in coordination with our contract bookkeeper including accounts payable, enter payroll and print checks, prepare monthly bank and credit card reconciliations, process electronic fund transfers and enter in QuickBooks.
- Track our financial calendar, process donations, bills and invoices, prepare monthly financial reports for the Board of Directors, and assist with annual budget preparation.
- Track grant timelines and work with staff to generate invoices and reports.
- Maintain smooth office and organizational operation such as processing mail, facilities management, organizing Google Drive documents (administrative and financial information, organizational policies.)

QUALIFICATIONS

- Has a genuine enthusiasm for TCLT's purpose and working with diverse members of the public.
- Strong interpersonal skills to strengthen relationships with TCLT supporters and donors.
- Highly organized, detail oriented, and good with numbers.
- Able to work efficiently with minimal supervision and enjoys taking initiative.
- Experience planning and coordinating fundraising activities such as events and donor cultivation.
- Experience in grant tracking and invoicing.
- Familiarity with QuickBooks and basic understanding of bookkeeping.
- Familiarity with Microsoft and Google Suite.
- Ability to work out of the TCLT office a minimum of 2 times per week.
- Fully vaccinated for Covid-19.

To apply: Send a PDF of your resume, cover letter, and three references to Trinidad Coastal Land Trust at michelle@trinidadcoastallandtrust.org or P.O. Box 457, Trinidad, CA, 95570. **Open until filled.**