

Trinidad Coastal Land Trust Job Announcement

Administrative Manager

20 hours per week, \$20/hour



The Administrative Manager works together with the Executive Director to support the mission of the Trinidad Coastal Land Trust (TCLT) through increasing fundraising activities, efficient office management, basic bookkeeping, grant tracking and invoicing, and management of donor databases.

CORE DUTIES AND RESPONSIBILITIES

- Coordinate the **Fundraising Committee** as needed to support implementing the fundraising plan and generate new fundraising ideas.
- Increase financial support for the land trust by managing direct mailing to existing and prospective new **members** to solicit donations and membership renewal. Manage the Flipcause database used to track donor and volunteer contacts.
- Grow the **business partner programs** by cultivating relationships with existing and new partners. Manage partner benefits.
- Support and generate new ideas to increase **fundraising activities** such as the annual fundraiser events, major donor parties, merchandise sales, and special tabling events.
- Seek out new **grants**, renew existing grants, and support the Executive Director in completing grant application processes.
- Perform basic **bookkeeping** tasks, in coordination with the 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.
- In collaboration with the Treasurer and the Executive Director, help prepare monthly **financial reports** for the Board of Directors and assist with **annual budget** preparation.
- **Track grant timelines**, report due dates, submit invoices and reports. Help prepare financials for grant applications and prepare grant billings and reporting.
- Send out **press releases** highlighting TCLT activities and events, make updates to the TCLT website, and manage social media and email lists in collaboration with staff.
- 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 mission and working with diverse members of the public.
- Team player with strong interpersonal skills to strengthen relationships with TCLT supporters and donors.
- Highly organized with attention to detail, able to work efficiently with minimal supervision, enjoys taking initiative, and collaborating with new ideas.
- Experience coordinating and assisting with fundraising activities such as events, grant writing, and donor cultivation.
- Experience in administration and tracking of grant financials and reporting.
- Familiarity with QuickBooks and basic understanding of bookkeeping.
- Familiarity with Microsoft and Google Suite.
- Ability to work out of the TCLT office a minimum 2-3 times per week.
- Basic graphic design skills for flyers and outreach (preferred).
- Fully vaccinated for Covid-19.

To apply: Send a resume, cover letter and 3 references to Trinidad Coastal Land Trust at info@trinidadcoastallandtrust.org or Personnel, P.O. Box 457, Trinidad, CA, 95570.