



## Office Manager

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### Objective/Role

Reporting to the Executive Director, the Office Manager plays a vital role in the implementation and advancement of Bluegrass Land Conservancy's (BLC) operations. The Office Manager will be responsible for ensuring the efficient functioning of BLC through a range of administrative, financial, HR, and managerial tasks. The Office Manager serves as the main receptionist, manages day to day administrative tasks, assists with the execution of special projects and campaigns, develops and maintains internal and external programs and systems, and manages the organization's consumer relationship management (CRM) database all in alignment with organizational goals and Land Trust Alliance (LTA) standards and practices.

### Desirable Leadership Attributes

The Office Manager should be an experienced, enthusiastic individual of high integrity and a passion for the mission, who has demonstrated persistence and his/her/their ability to be well-organized, creative, solve problems, listen, collaborate, and be able to represent the organization in appropriate situations while engaging and participating with the staff team to provide a unified front. The Office Manager will be a smart, decisive strategist with diverse interests and an amiable personality.

The Office Manager may often interact with existing landowners, supporters, contractors, and/or the general public. It is imperative that he/she/they have the skill needed to interact with others in a way that adheres to the integrity and goals of the organization while inspiring support, confidence, and public trust.

The Office Manager must excel in the following characteristics:

- **Judgment/Creativity/Entrepreneurial Savvy** – The Office Manager must be adept at overcoming challenges regularly and is responsible for making quick, sound decisions in collaboration with the Executive Director (ED) and other BLC staff. It is imperative that he/she/they possess the analytical skills that enable him/her/them to rapidly assess the situation, pursue and evaluate input, and develop creative solutions. He/she/they must have the ability to find ways around significant obstacles and to envision solutions that have not previously been tried to arrive at a high-quality end product.

- **Trustworthiness and Respect for Others** – Every landowner, individual, and business gives Bluegrass Land Conservancy their support voluntarily. This support is directly tied to the trust they have in the organization and its leadership and staff. The Office Manager must sincerely respect the perspectives of every individual with whom he/she/they engages in this line of work.

- **Engaging Personality and Communication Skills** – The Office Manager will represent Bluegrass Land Conservancy to existing and potential donors, professional peers, and the general public. The Office Manager must interact with others and communicate in a way that inspires support, confidence, and public trust.

## **Responsibilities/Duties**

### **General Operations**

- The Office Manager works to execute, grow, and implement systems in all general Office managerial aspects of the Bluegrass Land Conservancy (BLC).
- Manages and maintains BLC's CRM donor database in a meticulous and organized fashion, including keeping updated records of donor details, recording of donations and pledges, and running reports for mailings, solicitations, and financial and development reporting as needed.
- Prepares monthly financial reconciliation and dashboard reports in conjunction with the Bookkeeper and Executive Director.
- Manages and executes development and donation correspondence including thank-you letters, tax acknowledgements, campaign correspondence, and handwritten notes in coordination with the Development Manager.
- Creates monthly reports as required by the Executive Director, Development Committee, and/or the Board of Directors that accurately reflect organizational activity and performance.
- Executes the annual Audit and Form 990 completion, with the Executive Director and auditors.
- Provides general day-to-day Human Resources management, including new employee paperwork, annual insurance renewals, insurance audits, employee deduction change requests, 403b plan participation, and other standard compliance elements.
- Manages BLC general calendaring coordination.
- Oversees timelines, manages internal coordination, and enforces deadlines related to the Development and Communications programs.
- Assists in BLC's participation in any fundraising campaign opportunities.
- Assists the Executive Director in maintaining productive relationships with existing, former, and future donors, including corporate partners, to ensure that BLC is recognized as a preferred, reliable, and productive conservation organization.
- Manages volunteers, including communications, coordination, and volunteer programming.
- Manage general HR needs with Executive Director.

### **Office Management**

- The Office Manager assists with general office management and provides administrative support to the Executive Director and other staff, as needed.
- Maintains an inventory of office supplies, letterhead, pamphlets, and stationery, ensuring all employees have adequate work supplies and workstations.
- Maintains and coordinates organizational registrations for annual license renewals, events, software purchases and renewals, special event licenses, and other registrations as needed.
- Maintains technology functionality and coordinates with outside vendors when needed.
- Under the direction of the Executive Director, obtains quotes from vendors for larger-scale organizational or event-related services, assists in executing contracts, and ensures the final product is delivered and implemented, including any associated staff training.
- Maintains, refines, and updates, as needed, a meticulous recordkeeping system, both paper and electronic, in compliance with LTA Standards and Practices and BLC policies.
- Coordinates office-related maintenance issues with landlord and/or outside vendors.
- Provides reception services by answering general mailbox calls, greeting visitors, and providing initial responses for inquiries to the info@bluegrassconservancy.org email account.
- Reviews payables and receivables, coordinating approval of both the Executive Director and Bookkeeper.
- Performs mail merges for correspondence including, but not limited to, yearly financial appeals, newsletters, thank you letters, tax recognition notification, and LPS mailings.
- Prepares deposits, copies checks, and makes bank deposits for the Executive Director and Bookkeeper – filing documentation in accordance with BLC policies and Audit requirements.
- Assists Executive Director and staff in preparing materials for Committee and Board meetings.
- Runs errands as needed (i.e. post office, bank, supplies, vendors, etc.)

### ***Events, Volunteers, Communications and Other Organizational Support***

- The Office Manager may provide social media content, support, and/or management for the organization as well as other electronic communications duties as needed.
- Provides articles and coordination for E-news and/or printed newsletters, including taking on project lead duties for these tasks when needed.
- Provides administrative support for landowner cultivation events, landowner value-added events, and other small organizational events.
- Provides support, coordination, donation record-keeping, tax acknowledgements, and other tasks as needed for major fundraising events as well as small major donor events.
- Assists with volunteer recruitment and coordination for volunteer opportunities.
- Applies for grants, as needed, for general operational needs.

### ***Other (as needed)***

- Bluegrass Land Conservancy is a cross-functional charitable organization in which all employees are expected to perform many tasks other than those for which they may be specifically hired. As an employee, you will be expected to perform such additional cross-functional tasks as may be assigned from time to time.

## **Qualifications**

The Office Manager will be thoroughly committed to Bluegrass Land Conservancy's mission. He/She/They should have concrete demonstrable experience and other qualifications including:

- Minimum of an Bachelor's Degree in a relevant field or equivalent experience in office management, Office management, administrative management, human resources, financial management, or related field.
- Impeccable organization, file keeping, and memory retention skills.
- A demonstrated ability to handle confidential information, maintain strict confidentiality, and handle human resources issues appropriately.
- A historical and/or working knowledge of the Bluegrass region.
- Ability to attend daytime, evening, and weekend events.
- Interest in all aspects of BLC and a dedication to promoting BLC's priorities through developing excellent relationships with Board Members, staff, and donors.
- Demonstrated ability to manage multi-functional or diverse areas.
- Demonstrated ability to work productively and meet deadlines both independently and with a team.
- Excellent oral and written communications skills.
- Proficient in Microsoft Office, Excel, Donor Perfect or similar database, QuickBooks, and web content management software
- Ability to interact well with a wide variety of people, including a diverse Board of Directors, donors, landowners, local, county, state and federal officials, members of the press, business professionals, real estate and tax professionals, attorneys, scientists, and the general public.
- A capable professional with a style of open communications, accountability, and engagement in generating ideas.
- Ability to travel the Bluegrass region with a valid driver's license.

## **Details**

### ***General Schedule***

Full-time, salaried position.

### ***Administrative Support***

This position must be prepared to provide administrative support to other positions within the organization including correspondence, filing, records, and report formatting.

### ***Supervision***

Reports directly to the Executive Director, while taking direction and providing support to other BLC staff members. The Office Manager also provides schedule, calendar, and deadline oversight and support to Communications and Development staff.

## **Salary, Benefits, and Schedule**

### ***Location***

- The Office Manager will be based out of BLC's Lexington, Kentucky office, with an understanding that the demands of the job may include regular travel to Louisville and across the region for meetings and events. While many of BLC's positions can work remotely, this position demands more presence in the BLC office. Remote work may be possible up to 1 day per week based on proven performance and the Executive Director's discretion.

### ***Salary***

- Annual salary commensurate with experience, with an offer range of \$50,000 - \$70,000.
- Salary increases based upon performance determined by the Executive Director and/or the Board of Directors.
- Year-end bonus and retirement contributions at the discretion of the Board of Directors.

### ***Benefits***

- Benefits include full employee health and dental insurance.
- Paid vacation, holidays, personal days, and sick days as detailed in the BLC Personnel Manual.

### ***Schedule***

- Full-time, salaried employment.
- The Office Manager may be expected to attend a very limited number of events that may occur during evenings or weekends.
- Flexible schedule and compensatory time off, at the approval of the ED.

Bluegrass Land Conservancy is an equal opportunity employer. We are committed to creating an inclusive workplace that promotes and values diversity. We strive for, encourage, and protect diversity in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective.

***Please send cover letter and resume to [info@bluegrassconservancy.org](mailto:info@bluegrassconservancy.org). Applications accepted through December 31, 2024, or until filled.***