



Job Announcement: Operations Manager

The Ausbon Sargent Land Preservation Trust (ASLPT) is seeking a highly motivated individual to fill its full-time Operations Manager position. Founded in 1987, ASLPT's mission is to preserve and protect the rural landscape of the Mt. Kearsarge/ Ragged/ Lake Sunapee region. The Operations Manager ensures the smooth functioning of the Land Trust by providing administrative leadership and support in the areas such as office management, membership program, database entry and analysis, information technology and outreach. A successful Operations Manager is highly organized and should have a versatile skill set to support a variety of different business functions with a diverse range of tasks. Our small-office environment requires a team player attitude and flexibility. This position reports to the Executive Director, but works closely with our Development and Communications Coordinator and Stewardship Manager.

Membership and Community Engagement

- Organize, administer and grow the membership program. Ensure that membership records are accurate and that all gifts are acknowledged. Strive to improve computer membership program for efficient update and retrieval of donor records.
- Database entry and analyze membership data.
- Prepare and administer all mailings including membership renewal, annual fund, special mailings, newsletter, etc
- Assist the Executive Director with project fundraising
- Assist the Development and Communications Coordinator in planning and coordination of events and programs as appropriate.

Technology

- Manages inventory from soup to nuts, including researching, purchasing, inventorying, maintenance, monitoring, replacement schedule, and disposal.
- Manages computer, printer, telephone and other electronic equipment malfunctions, involving assessing and troubleshooting basic issues and coordinating with consultants/vendors.
- Supports/trains employees on basic use of equipment and all-staff software/platforms.
- Performs computer back-up daily

General Operations

- Act as receptionist, welcome visitors as needed, answer phones, screen calls, take accurate messages.
- Maintains general office and promotional supplies inventory.

- Oversees disposal/redistribution of supplies, equipment, fixtures, and furniture in disrepair/no longer in use.
- Maintains general organizational storage areas and assures cost-efficient use.
- Daily management of organizational mail and other deliveries.
- Assist the Stewardship Manager with the monitoring program by ensuring that annual reports are filed for each easement property and that our monitoring binders are accurate and complete.

Other

- The ASLPT staff is a team, and we all need to assist with certain outreach items, including but not limited to: occasional weekend work, staff support for special events such as ASLPT's annual meeting
- Responsible for taking minutes at Board and Executive Committees meetings if requested
- Other tasks as assigned

Key Qualifications:

- Strong organizational skills with the ability to manage multiple projects
- Excellent written and verbal communication skills
- Trustworthy, positive attitude
- Proficiency in Microsoft Office (Word, Excel) and database software (Access or Salesforce platform)
- Experience working in volunteer organization and with volunteers
- Ability to work effectively with others and independently
- College graduate
- Understands the importance of diverse community engagement and broad public support in successful land conservation; respect for opposing viewpoints
- Demonstrated knowledge of and passion for land conservation
- Awareness of the unique structure and function of a non-profit organization.

Compensation and Benefits:

This is a fulltime position (40 hours) offering a competitive salary (commensurate with experience) and benefits. To Apply: Please submit a pdf with your cover letter, resume and list of three references to Deborah Stanley, Executive Director at dstanley@ausbonsargent.org Deadline – October 31, 2021. Resumes will be reviewed on a rolling basis.

ASLPT operates in accordance with the national standards and practices developed by the Land Trust Alliance (LTA) and has received national Land Trust Accreditation. ASLPT is an equal opportunity employer.

The Ausbon Sargent Land Preservation Trust
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