



# Hunterdon Land Trust

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111 Mine Street, Flemington, NJ 08822

## **Position Description: Director of Administrative and Social Affairs**

### **The Organization**

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An Accredited land trust that just celebrated its 25<sup>th</sup> anniversary, HLT has protected more than 11,000 acres in the Hunterdon County region. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals.

### **The Position**

The Director of Administrative and Social Affairs works closely with and reports directly to the Executive Director. The position is responsible for administrative duties to ensure efficient office operations but also plays a critical role in supporting fundraising and outreach activities. It is expected to be full time at approximately 32-40 hours per week. Responsibilities include:

#### General Office Management/Administration

- Distribute mail, answer phones, respond to general emails
- Update organizational calendar and manage office files and records
- Prepare and distribute reports, minutes, and materials for Board meetings and Event Committee meetings
- Evaluate and purchase office equipment and supplies
- Manage maintenance agreements, vendors, and utilities such as alarm company, phone system, recycling, refuse pick-up, and cleaning
- Troubleshoot operational problems (e.g. phone system, alarm system, etc.)
- Manage property/liability insurance plans and renewals

#### Fundraising Support

- Manage the donor database (Donor Perfect); run queries to produce appropriate mailing lists for solicitations; clean data as needed, enter gift data, process matching gifts and employee giving donations, and process returned mail to update records
- Prepare acknowledgement letters from templates, mail welcome packets to new donors, manage Evergreen monthly donations
- Coordinate appeal mailings and other appropriate campaigns
- Oversee business sponsorship solicitation and management of benefits
- Lead event committee of volunteers to plan and execute Farm to Table dinner (annual gala) and/or other fundraising events

#### Staff Support

- Coordinate volunteers, maintain volunteer records, and coordinate volunteer dinner
- Support outreach programming by assisting with planning efforts, handling refreshments, collecting RSVPs, maintaining program attendee records

(continued) Staff Support:

- Assist grant writer with grant application materials
- Support accounting functions such as scanning financial account statements for online recordkeeping, gathering materials for auditors, assisting with deposits, filing annual reports and renewals
- Support Executive Director when hiring and on-boarding new employees

**Qualifications:**

HLT is looking for a self-starter who is detail-oriented to accurately enter data, maintain organized records, and reliably complete work tasks. HLT requires candidates who take ownership of responsibilities and see tasks through to completion even when they require further investigation to resolve. Strong candidates will also be enthusiastic about engaging the public and planning events. HLT seeks an individual who takes initiative to identify and assess problems, recommend solutions, improve outcomes, create efficiencies, and recognize how this role fits into and impacts greater organizational operations.

Ideal candidates will have the following:

- Genuine interest in Hunterdon Land Trust's mission of preserving the natural and cultural resources of the Hunterdon County region
- Minimum of 2 years of relevant experience and demonstrated success in general office management, clerical, and administrative skills
- Minimum of 2 years of experience in customer service, event planning, or other relevant public facing roles
- Proficiency with Microsoft suite and computer skills; knowledge of databases
- Superior written and oral communications
- Strong interpersonal skills, integrity, and professionalism
- Meticulous organization, attention to detail, and ability to multi-task and prioritize
- Ability to work in fast-paced yet collegial environment

**Compensation:**

HLT offers a competitive pay rate, commensurate with experience, and flexible work environment. As per HLT's personnel policy, full-time staff are eligible for health and retirement benefits as well as paid leave. This position is expected to be compensated between \$19-\$23 per hour.

**To Apply:**

Please email your cover letter and resume to [HLTadmin@hunterdonlandtrust.org](mailto:HLTadmin@hunterdonlandtrust.org). The position will remain open until filled however applications are encouraged by May 27, 2022. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).



Hunterdon Land Trust, a New Jersey Nonprofit Corporation

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