



HIRING

Operations Manager

Location: Portland Office: 511 SE Morrison St, Portland, OR

Status: Full-time, exempt

Reports to: Executive Director

Salary: \$48,000-\$52,000

Benefits: COLT provides a competitive benefits package including health, vision and dental coverage, generous paid time off, a retirement plan with employer matching program, an annual bicycle/alternative transportation stipend, professional development allowance, and a work from home stipend.

Position Summary

The Coalition of Oregon Land Trusts (COLT) is seeking a collaborative, organized, and tech-savvy Operations Manager to join our team! The ideal candidate enjoys working across multiple programs to provide administrative support and foster a positive work environment. This position is responsible for creating and executing office operations and procedures to strengthen COLT's effectiveness and efficiency. This is a great opportunity to play a key role in supporting the work of conservation organizations across the state.

The Operations Manager oversees all IT and office logistics, interacts with the public by answering phone calls and responding to emails to our general inbox, coordinates financials with our accounting firm, and assists with member support, gift processing, and staff training. We are looking for someone who values diversity and is committed to supporting and building an inclusive conservation movement.

About COLT

The mission of COLT is to serve and strengthen the land trust community in Oregon. We support and unite 32 organizations that protect special places. COLT does not own nor steward land, but we help our members do what they do best—protect wildlife and wild places, defend working farms and forests, provide recreation and parks, champion clean water for all, drive climate solutions and science, and engage communities.

COLT's work is guided by a strategic plan that aims to 1) **Advocate** on behalf of land trusts 2) **Support** a thriving land trust community in Oregon and 3) **Strengthen** our coalition.

Essential Duties and Responsibilities

Operations Management & Support (35%)

- Serve as the IT point-person across programs; oversee all technology systems and office equipment, including email accounts, calendars, website maintenance, and technological coordination
- Track, manage and renew digital services and office infrastructure (phone, insurance, website hosting, etc.), software licensing (Adobe, MS Office, etc.), and event platforms
- Promptly respond to inquiry emails and route calls and emails to the appropriate staff
- Manage office logistics and oversee office space, retrieve and process mail daily, order supplies when needed, and support a clean and productive office environment
- Provide Executive Director with direct support for COLT board meetings and support logistics for all COLT events (in person and on-line)
- Complete other admin tasks as assigned

Financial Coordination, Fundraising Support, and Grant Management (35%)

- Support the ongoing functions for accounts payable and receivable, including preparing monthly transaction coding for bookkeeping purposes and submitting check requests to pay vendors and contractors in a timely manner
- Track individual donations and necessary follow-up tasks to thank donors
- Manage Little Green Light/constituent information & communications to ensure our database of donors and partners is up-to-date and accurate
- Assist with the creation and dissemination of all written thank you letters, fundraising appeals, event invites, program announcements and other messaging
- Work closely with ED and COLT's Development Committee to track annual individual contributions and develop annual fundraising strategies

Member Support (15%)

- Manage payment and processing of annual membership dues
- Coordinate mailings and member communications in collaboration with the Communications Manager
- Assist with special projects as directed
- Participate in member trainings and provide technology support for COLT's digital events and logistics support for all in-person gatherings

Staff Development & DEI (15%)

- Drive a culture of change within the organization and support COLT's commitment to increasing diversity, equity and inclusion in our work and in the greater coalition
- Facilitate weekly staff meetings, quarterly retreats, and other staff gatherings
- Help maintain and uphold Personnel Policies with staff and onboard new staff
- Liaise with COLT's DEI consultant and serve as the primary point of contact for our work create an inclusive and welcoming work environment

Winning behaviors, competencies, and skills

This position requires a self-starter who can work across all of COLT's programs. The ideal candidate will be a detail-driven team player. We are looking for someone with strong communication and time management skills who values learning and having fun.

COLT is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices and do not discriminate.

Qualifications, Skills, and Abilities

- 3+ years' experience providing administrative and/or customer support
- Strong interpersonal, verbal, and written communication skills
- Ability to efficiently and accurately enter and extract data from multiple databases
- Proficiency with software including Google Suite, MS Office, Adobe, and Little Green Light CRM, social media platforms, Dropbox, and Zoom
- Well-organized, detail-oriented, able to set priorities and manage time
- Love of technology in general and desire for and openness to researching, learning, adopting, interfacing, tinkering with, and teaching others about new tools and systems
- Capacity to work independently and work effectively as part of a team and willingness to occasionally take on work outside of the immediate job description when in the best interest of the organization

Core Work Hours / Environment

Core work days are Monday through Friday 8:30am-5pm with occasional evening meetings. This job is primarily a desk job, but will include regular out-of-office meetings with community partners and occasional overnight travel throughout Oregon. The majority of COLT's team is currently working mostly from home, but there will be occasional office days, in-person meetings and events.

About Our Culture and Team

We are a small and nimble team that makes space for different learning styles, values diversity and supports ongoing team-building. COLT's goal is to nurture an inspiring organization by supporting the growth, well-being and inclusivity of all staff. COLT works to promote diversity within the land trust community and foster an equitable, just and inclusive statewide coalition.

Internally, we are embarking on a new DEIJ journey which includes learning, developing shared definitions of diversity, equity, justice and inclusion and creating a culture that is welcoming to all. We are also collaboratively leading the Oregon Land Justice Project, with the ultimate goal of expanding Indigenous access, ownership and stewardship of land. To achieve this goal, land trusts in Oregon are committing time, energy and resources into a Learning Journey which seeks to transform knowledge, thinking and actions of the Oregon conservation community to focus on expanding Indigenous stewardship of land. [Learn more.](#)

ADA Statement

This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing. This job requires transporting supplies, meeting materials and boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Vaccine Mandate: COLT is requiring its employees to receive the COVID-19 vaccination. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

Apply: To apply, please send a cover letter and resume as one PDF to jobs@oregonlandtrusts.org. We will begin reviewing applications on March 4, 2022. Thank you!