



Operations Manager

Status: Full-time, exempt

Reports to: Executive Director

Salary: \$52,000 - \$56,000

Location: Portland Office: 2540 NE MLK Jr Blvd, Portland, OR, 97212

Benefits: The Coalition of Oregon Land Trusts (COLT) provides a competitive benefits package including fully paid health, vision and dental coverage, three weeks of paid time off to start, 11 paid holidays, a retirement plan with 3% employer matching, an annual bicycle/alternative transportation stipend, professional development allowance, a phone stipend, and a work from home stipend.

Position Summary

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.

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, grant tracking, and staff training.

We are looking for someone who is committed to building an inclusive and just conservation movement. This is a great opportunity to play a key role in supporting the work of conservation organizations across the state. At COLT, connecting with people is at the heart of our work, and all positions spend time in the field learning from partners and members.

About COLT

The mission of COLT is to serve and strengthen the land trust community in Oregon. We support and unite 31 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, engage communities, and advance land justice in Oregon. [Learn more.](#)

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 and oversee technology systems and office equipment, including email accounts, Google Workspace, Zoom, 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.)
- Respond to inquiry emails and route calls and emails to the appropriate staff
- Manage office logistics and equipment and oversee office space, retrieve and process mail, order supplies when needed, and support a clean and productive office environment
- Provide administration for COLT's suite of health care benefits, timekeeping system and PTO
- Support logistics for all COLT events (in-person and online)
- Manage and support organizational mailings

Financial Coordination, Fundraising Support, and Grant Management (45%)

- Prepare monthly transaction coding for outside bookkeeper and submit check requests to pay vendors and contractors
- Track individual donations and necessary follow-up tasks to thank donors
- Manage Little Green Light constituent database
- Responsible for state and federal grant management and budget tracking
- Assist with annual budget development and tracking grant expenditures and budgets, year to year
- Manage payment and processing of annual membership dues

Member Support (10%)

- Coordinate annual dues for member communications in collaboration with the Communications Manager
- Respond to member inquiries as needed

Onboarding and Team Cohesion (10%)

- Nurture a positive culture 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 in partnership with ED
- Help maintain and uphold Personnel Policies with staff and onboard new staff



Qualifications, Skills, and Abilities

- 3+ years' experience providing administrative and/or customer support
- Demonstrated project management skills
- Strong interpersonal, verbal, and written communication skills
- Proficiency with software including Google Suite, MS Office, Adobe, Dropbox, Zoom, and CRMs like Little Green Light
- Well-organized, detail-oriented, able to set priorities and manage time
- Love of technology and interest in 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

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.

COLT is a hybrid workplace, and staff work both at home and in the Portland office. This position supports office functions that require in-office presence for the majority of the week, but we value flexibility and strive to support individual work needs. There are also occasional required office days, in-person meetings, and events.

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.

How to Apply

COLT is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We encourage all applicants to apply even if they may not meet all the qualifications. All 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.

To apply, please submit a PDF of your resume and cover letter to jobs@oregonlandtrusts.org with "Operations Manager" as the subject line. Your cover letter should explain how your skills, experience, and interests fit this position, your commitment to COLT's mission, and your demonstrated cultural competence with people of diverse races, ages, genders, abilities, and economic backgrounds.

The position will remain open until filled. Initial application review will take place on May 26, 2023.

