

TITLE: Executive Assistant

REPORTS TO: Executive Director

SUMMARY: The Executive Assistant will provide administrative support to the Executive Director and general organizational operations. Working closely with and under the direct supervision of the Executive Director, this position will also assist in the implementation of fundraising, marketing and communications functions, as well as the development and implementation of community conservation programs.

ABOUT THE SANTA FE CONSERVATION TRUST:

The Santa Fe Conservation Trust, established in 1993. SFCT partners with our community to keep northern New Mexico living lands and people flourishing together. We protect culturally and environmentally significant landscapes, ignite people's passion for nature and enable the continual regeneration of our healthy place. We envision a future where everyone in northern New Mexico cherishes nature and works to preserve it for this and future generations.

As a land trust serving Santa Fe, Rio Arriba and San Miguel Counties, SFCT currently works with over 90 landowners and community partners to protect 39,680 acres. SFCT's conservation easements permanently preserve the land and cultural sites that tell the story of place, keep our air and water clean, protect wildlife habitat, defend scenic views and provide open space for recreation and enjoyment. Our Trails Programs give the community opportunities to have a direct connection to nature. Since its inception, SFCT has been involved in the development of 75 miles of dirt trails for outdoor recreation and enjoyment and currently maintains all the dirt trails for the City of Santa Fe utilizing hundreds of volunteers. SFCT-sponsored hikes, field trips, community cruises and urban walks unite people from all walks of life on the trails and inspire the next generation of conservationists who will take our legacy forward.

Places we have conserved include Atalaya Peak, 6000 acres west of Abiquiu Lake, Sallie's Hill behind Santa Fe Prep, La Piedra Open Space, Sun Mountain, Railyard Park & Plaza, Rio Hondo in Taos (in partnership with the Taos Land Trust), thousands of acres in the Galisteo Basin Preserve (with our partners the Commonwealth Conservancy), Cerrito Amarillo River Canyon in Pecos (in collaboration with 23 landowners), and more.

Trails we have helped to develop include Atalaya, La Piedra, Rail Trail, Dale Ball Trail, Arroyo Hondo Open Space, La Tierra Trails, Spur Trail, Galisteo Basin Preserve Trails (in collaboration with Commonwealth Conservancy).

For more information: www.sfct.org

DUTIES AND RESPONSIBILITIES:

- Assist the Executive Director with the overall organizational needs for the organization.
- Support the Executive Director on community conservation program development and implementation.
- Help to plan, write and create marketing and outreach strategies, such as social media posts, newsletters, eblasts and presentations.
- Provide assistance as needed for the development of one-time special projects, such as educational gatherings for realtors, estate planners, etc., on trails or conservation.
- Assist the Executive Director with planning and coordination of fundraising activities, such as major donor meetings, outreach for planned giving, and general outreach presentations to the community and business organizations.
- Assist in the creation and maintenance of a master calendar of fundraising activities, including grant reports, etc.
- Coordinate materials for meetings and training sessions and other activities of the organization as needed
- Assist in preparation of materials for the board of directors and maintaining communication with the board between quarterly board meetings.
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Provide administrative support to Executive Director for all correspondence and filing.
- Participate in special events, outings, and programs at the direction of the Executive Director.
- Perform other duties and responsibilities as requested by the Executive Director with a professional attitude, willingness to take on new challenges, willingness to serve, and team spirit.

QUALIFICATIONS:

- Minimum three years office administrative support experience is preferred.
- College degree preferred.
- Experience in a nonprofit setting preferred.
- Excellent organizational skills, communication skills (oral and written), and the ability to excel at details, multi-tasking and working under pressure.
- Must be proficient in the use of software programs such as MS Word, PowerPoint, and Excel.
- Technology skills a plus, with proven success working on social media platforms.
- Photography skills a plus
- Fundraising and event planning experience a plus
- Spanish proficiency a plus
- The ideal candidate will fit into and contribute toward our organizational culture will possess maturity, be a self-starter and a team player, have a “can do” attitude and sense of humor, a healthy ego, and a compelling desire to help leave the planet a better place.

BENEFITS:

Generous PTO. Health insurance and retirement match.

Salary based on work experience. 32-hour per week schedule. The Santa Fe Conservation Trust is an equal opportunity employer.

APPLICATION:

No phone calls please.

Send resume and cover letter to Sarah Noss at sarah@sfct.org.

We will be accepting applications through December 28, 2018.