

Sand County Foundation Job Announcement

Position Title: Administrative Coordinator

Position Location: SCF's Madison, WI office

Employment Status: Part-Time, hourly, non-exempt (15-25 hours weekly)

Reports to: Director of Finance and Operations

Organization Overview

Sand County Foundation (SCF) is a national non-profit working at the intersection of agriculture and environmental improvement. SCF works with farmers, ranchers and forest owners to find the right set of strategies to make their land, water and wildlife habitats healthier and their businesses more profitable. SCF annually presents the prestigious Leopold Conservation Award in 25 states, and hosts a number of regional and national events around the U.S. Together with the Environmental Policy Innovation Center (EPIC), we are promoting policies and technologies that produce more efficient and equitable environmental outcomes for communities. SCF and EPIC have 38 staff in 17 states, a \$10 million budget and \$10 million endowment. SCF is inspiring a growing number citizens to ethically manage the natural resources around them at a time when it is needed more than ever.

Position Summary

Position Summary The person applying for this position is someone seeking an important role within a dynamic and prosperous mission-oriented organization. You will be called upon to provide critical administrative support to program and senior staff. This includes support for conservation and fundraising professionals, database management, and an array of support services related to accounting, IT, telecom, shipping and scheduling. The ideal candidate will be a proactive problem-solver with attention to detail and the ability to handle multiple assignments with varying timetables, and have enthusiasm for the mission of the SCF.

Duties and Responsibilities

1. Manage foundation's database of donors by ensuring accuracy of gift and donor information. Search for and continuously execute ways to enhance foundation's database use. Utilize database to assist with coordination of periodic mailings to donors and partners.
2. Document incoming donations and payments. Prepare and send acknowledgment letters to donors.
3. Lead preparation and delivery of Leopold Conservation Award Program sponsorship invoices. Assist with communication to award applicants.
4. Work with Director of Finance to prepare grant reimbursement invoices for Foundation's funding agreements. Manage accurate classification of incoming invoices for payment.

5. Lead and take notes for weekly staff meetings. Provide superior administrative support to executive and program staff. Regularly assess internal administrative procedures for improvements.
6. Serve as first line of support for staff IT questions and issues. Lead rollout of new computer programs and devices to staff.
7. Maintain relationships with foundation's office service vendors, including IT services, building management, and office equipment services.
8. Perform other office management and program duties as assigned.

Qualifications

1. Interest in conservation and/or agriculture
2. At least a year of relevant work or volunteer experience
3. Eagerness to learn, ability to solve problems, and a positive attitude
4. Strong interpersonal, oral and written communication skills
5. Outstanding organizational and office management skills
6. Demonstrated ability to proactively assist colleagues in a team environment
7. Applied computer and database management skills including proficiency with Apple computers and Microsoft Office Suite applications
8. Ability to exercise considerable judgment and discretion in completing assignments and managing confidential donor information
9. Candidates must be authorized to work lawfully in the US

Diversity and Inclusion

SCF is an equal opportunity employer committed to being a diverse, equitable, inclusive and accessible workplace free of discrimination. We are committed to creating a work environment where people from all social identities and backgrounds feel welcome and can thrive. We believe that rich diversity makes us more innovative, competitive, and creative, which helps us better serve our sponsors, collaborators, and communities.

Compensation

This position offers an hourly wage of \$20-\$25, based on experience. This position is eligible for up to a 4% 401(k) match by the employer.

Application Deadline and Submission

Applications will be reviewed on a rolling basis and the position will remain open until filled. Submit a cover letter and resume to apply@sandcountyfoundation.org.

For specific questions regarding the position, please email Holly Perrotti at hperrotti@sandcountyfoundation.org