



FOR IMMEDIATE RELEASE: The Merrill W. Linn Land & Waterways Conservancy seeks applicants for the following position in Central Pennsylvania.

TITLE: Operations Manager

SUMMARY: The Conservancy protects woodlands, agricultural lands, streams and wetlands. We maintain four trails for public enjoyment with a strong focus on community engagement. The Buffalo Creek Watershed Alliance, a subsidiary since 2002, monitors Buffalo Creek's water quality and promotes stream protection and revitalization programs within the watershed.

The Operations Manager is a full-time role tasked with driving the Conservancy forward to modernize, optimize, and routinize our operations tasks. They will be given broad autonomy to select tools and implement operational processes that work best for their work style with the goal of creating a smoothly running non-profit that manages donors, volunteers, social media and marketing, and financial processes.

The Operations Manager will be trained by Board Members, the existing part-time (20 hrs/wk) Coordinator, and the existing part-time clerical staff (4 hours/wk), reporting directly to the Board President. This position is fully funded for 1 year with the expectation that this person will fundraise for part of their salary each subsequent year via grant applications, increased development efforts, etc.

RESPONSIBILITIES:

Office Management

- Manage daily office operations in coordination with Office Manager and Board of Directors
- Manage quickBooks (depending on experience)
- Manage donor management system
- Create and manage volunteer best practices and lists
- Coordinate events with the Board of Directors
- Work with Site Stewardship Committee to ensure easements are meeting Land Trust Criteria

Development

- Help meet and surpass annual operating and special projects financial goals through strategic marketing and donor strategies.
- Work closely with the Board of Directors to help design annual giving appeals and online giving strategies.
- Assist the Board of Directors in developing grant proposals and donor solicitations.
- Encourage donor-centered cultivation and appreciation across the organization to foster the increase of donor support and retention.
- Work with the Board of Directors to determine annual marketing / communications budget and plan.
- Work with the Board of Directors to successfully communicate, market, and promote events.
- Develop promotional materials and oversee dissemination to members and community through appropriate outreach channels.

PREFERENCES:

- Excellent interpersonal skills and comfort with development work
- Excellent skills with Google Suite
- Proficient with social media platforms (Facebook, Instagram, TikTok, Twitter)
- Proficient in Little Green Light or other donor management software
- Proficient in or desire to learn QuickBooks
- Passion for conservation, ecology, environmental science, and sustainability.
- Dedicated to continuous improvement and a culture of learning, care, and support.
- Committed to developing interpersonal skills: empathy, grace, flexibility, patience, and collaboration.

BENEFITS:

- Base Salary of \$39,000-46,000 based on experience. Potential for promotion based on fundraising completed during the first year.
- Flexible work schedule, but substantial in-person obligations
- 4 week starting paid vacation plus federal holidays

HIRING PROCESS AND TIMELINE:

To be considered, please email your résumé and cover letter to admin@linnconservancy.org.

- Applications will be reviewed on a rolling basis.
- The first round of interviews will be virtual.
- Finalists will be invited to a second-round in-person interview.
- If you are invited for a second-round interview, we may ask for work samples relevant to this position.
- The intended start date of this position is as soon as possible.

Merrill W. Linn Land & Waterways Conservancy is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, gender expression, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.