



## Mississippi Valley Conservancy Job Posting

### Administration Manager

Full-time salaried, 40 hours a week

Salary Range: \$49,000 – \$59,000

Location: La Crosse, WI

Desired Start date: April 15, 2024

### Join Our Team!

Are you passionate about making a positive impact on the environment? Do you enjoy working with people, organizing operations, and contributing to a meaningful mission? If you are detail-oriented, organized, and collaborative, we have an exciting opportunity for you!

### About Us

Mississippi Valley Conservancy is dedicated to conserving native habitats and farmlands in the Driftless Area to benefit current and future generations. In response to rapid climate change, we help landowners and communities protect their land while restoring biodiversity and resilience. We work with private landowners through conservation easements and manage public nature preserves, promoting outdoor recreation that enhances physical and mental well-being.

### Position Overview

The Administration Manager plays a key role in supporting our operations, including office and event management, IT support, donation processing, and overall administrative functions. The ideal candidate will possess excellent communication skills, strong attention to detail, and the ability to handle diverse responsibilities.

**Reports to:** Executive Director

### Key Responsibilities

#### Membership and Database Management:

- Maintain and update the membership database including member records, contact information, expiration dates, donation history, engagement levels and compliance with data privacy regulations.
- Accurately enter and track donations, ensuring timely processing and acknowledgment.
- Generate, prepare, and mail donor acknowledgements, monthly renewal letters and reminders.
- Ensure data integrity and generate reports for fundraising and outreach.

#### Operations and Administration

- Provide administrative support to the Executive Director, staff members, and the Board of Directors.
- Greet visitors and serve as a welcoming representative of the organization.
- Manage communications, including emails, phone calls, and postal activities.
- Ensure compliance with record-keeping policies, managing documents for land trust accreditation.
- Maintain office supplies, vendor contracts, and service provider relationships.
- Obtain competitive bids for contractors, insurance, and vendors.
- Track contract renewals, vendor agreements, and regulatory filings.
- Assist in annual budget preparation.
- Organize payroll timesheets.
- Prepare bank deposits and assist in monthly reconciliation.
- Support the annual audit process.
- Assist in donor appeals, and event logistics.
- Manage organization volunteer needs and volunteer database.
- Maintain and update media and board files.
- Quarterly maintenance and presentation of grant opportunities.

## Human Resources Support

- Assist in onboarding new staff.
- Oversee the organization's 403(b) plan in coordination with the accountant and Executive Director.
- Maintain legal compliance with HR and labor laws.
- Keep accurate personnel records and ensure confidentiality.
- Oversee administration of employee benefits, including the organization's health plan.

## Information Technology Management

- Oversee office equipment, including computers, printers, and phone systems.
- Troubleshoot IT issues and coordinate with external IT support.
- Manage cybersecurity protocols and software updates.
- Maintain IT policies and procedures.
- Assist with website updates and maintenance.
- Facilitate hybrid meetings.

## Qualifications and Skills

### Required:

- Experience in office administration and management.
- Familiarity with HR functions and best practices.
- Strong organizational, prioritization and time management abilities.
- Excellent communication and customer service skills.
- Intermediate skill level in Microsoft Office (Word, Excel, Outlook, powerpoint).
- Experience or aptitude in website maintenance.
- Familiarity with QuickBooks Online.
- Ability to balance, prioritize, and manage multiple competing projects and deadlines.
- Experience using online payment platforms.
- Willingness to seek out and acquire new skills.
- Valid driver's license and reliable transportation.
- Flexibility to occasionally work evenings and weekends.

### Preferred:

- Experience working in a nonprofit organization.
- Familiarity with donor management software.
- Strong attention to detail and problem-solving skills.

### Compensation and Benefits:

- **Salary range:** \$49,000 to \$59,000 (based on experience)
- Full-time, exempt position, (40 hours per week). We believe in caring for others at work and at home. The Conservancy is committed to keeping the workload aligned with the true hours worked and respecting the space needed to take personal time to care for your well-being.
- Paid time off: 10 vacation days (increases with tenure), 12 sick days, and 12 holidays.
- Flexible, family-friendly work environment.
- Medical insurance and 4% 403(b) retirement match.
- Up to 60 days of parental, adoptive, or medical leave (30 days paid) after one year.
- Professional development opportunities.
- Collaborative and inclusive workplace culture.

### Application and Hiring process:

- Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to applications submitted by **March 2, 2025**.
- Interviews will be conducted as qualified applications are received.

- To apply, submit a **single PDF** containing your resume and a one-page cover letter explaining your interest and how you learned about this position to **Carol Abrahamzon, Executive Director, at [carol@mississippivalleyconservancy.org](mailto:carol@mississippivalleyconservancy.org)**.