



Administrative Manager Job Description

Location:	Bremerton, WA
Salary:	\$53,000 – \$56,000
Benefits:	Health insurance, retirement, 15 days/year vacation, 12 days/year personal leave, & 12 holidays/year
Job Status:	Full-Time, Non-Exempt, Hybrid schedule negotiable (remote & in-office)
Reports To:	Executive Director
Deadline:	Applications accepted until position is filled

Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is a nonprofit accredited land trust dedicated to acquiring and stewarding ecologically valuable lands in our region in west Puget Sound, Washington. To date, GPC has preserved over 11,000 acres of evergreen forests, salmon streams, shorelines, and community greenspaces to help wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team of 12 dedicated to protecting wildlife habitat and connecting people with nature.

Position Description

The Administrative Manager is a critical member of Great Peninsula Conservancy's administration team, along with the Finance Manager and the Executive Director. The Administrative Manager is responsible for performing vital administrative functions for the organization and providing general support to other GPC staff members. The role includes the performance of general administrative and human resource functions, board engagement and grants management, and planning and managing the annual Conservation Celebration. The Administrative Manager is an enthusiastic conservationist who inspires people to be part of a community that cares for the land.

Responsibilities

General Administration and Contracts (25%)

- Office Management
 - Answer phones at GPC office and route calls to staff.
 - Open and scan mail at the office and route to relevant staff.
- Purchasing
 - Purchase office supplies as needed.
 - Order GPC promotional materials as needed.
- Vendors
 - Serve as primary contact for services including:
 - Information Technology
 - Copying and Printing
 - Mailing
 - Phone and Internet
- Insurance

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- Evaluate existing general liability, umbrella and directors and officers policies for potential gaps in coverage.
- Manage annual insurance policy renewals.
- Request additional insured certificates as needed.
- Professional Associations
 - Maintain membership in Land Trust Alliance and Washington Association of Land Trusts (WALT). Renew annually.
 - Serve as alternate contact for association events and programs.
 - Take a leading role in joint effort with WALT staff and member organizations to explore the possibility of moving to an association health plan.

Annual Event Logistics (20%)

- As an essential member of the Annual Event Planning Team, the Administrative Manager will:
 - Secure sponsorships
 - Secure contracts and program arrangements
 - Coordinate and produce event collateral
 - Manage ticket sales and guest communications
 - Process invoices and incoming gifts
 - Report to board about event status, updates, and net income

Board Engagement and Record Keeping (15%)

- Board Engagement
 - Attend all board and executive committee meetings and keep minutes.
 - In cooperation with the Executive Director, assemble agendas for board and committee meetings.
 - In cooperation with Finance Manager, ensure that all GPC financial accounts requiring executive leadership as signers are updated as needed, typically on an annual basis.
- Record Keeping
 - Ensure that minutes, resolutions, and other documents requiring signature are signed and filed timely.
 - Manage physical document storage for finance, conservation, stewardship, development and community engagement programs.
 - In cooperation with directors and managers of GPC programs, develop and maintain a standardized system for GPC's digital file storage.

Human Resources (15%)

- Benefits Administration
 - Administer GPC's SIMPLE IRA program, including employee enrollment when eligible. Serve as primary contact for SIMPLE IRA.
 - Manage GPC's employer sponsored health insurance program, including annual plan renewal. Serve as primary contact for health insurance.
- Recruitment and Onboarding
 - Managing recruitments and hiring logistics as well as new employee orientation and on-boarding.
- Timekeeping

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- Evaluate GPC timekeeping practices and recommend alternatives to current timekeeping software.
 - Collect staff timesheets and submit to Finance Manager for semimonthly payroll.
- Policy and Compliance
 - Stay current on federal and Washington state employment law and mandates from the Washington Employment Security Department and Department of Labor and Industries.
 - In cooperation with the Executive Director, produce an updated employment policy for board approval.
 - Produce an annual staff report on recommendations and necessary changes to GPC employment policy to keep GPC in compliance with state and federal employment regulations.
 - Recommend revisions to GPC employment practices as needed.

Grants Management (15%)

- In cooperation with GPC staff, create and maintain a database of active grants for all GPC programs.
- Assist Finance Manager in creating regular periodic billings for active projects.
- Maintain active Systems for Award Management, WA Secretary of State and other registrations, renewable annually.

Other Duties (10%)

- Property Management
 - Manage logistics for GPC properties with infrastructure.
- AmeriCorps Member Support
 - Assist Community Engagement Manager with purchasing for AmeriCorps members.
- Fleet Management and Auto Insurance
 - Maintain insurance and registration on GPC fleet vehicles.
 - Add and remove staff and AmeriCorps members from GPC commercial auto policy as needed.
 - Perform annual evaluation of auto insurance policy and provide comparisons to Executive Director.
- General Staff Support
 - As needed, attend GPC events and provide support to GPC programs.

Qualifications

The Administrative Manager will have a strong identification with the mission and purpose of Great Peninsula Conservancy. The ideal candidate will be adaptable and work well in a collaborative, fast-paced, dynamic environment and will bring the following knowledge, experience, skills, and abilities:

- At least 3 years relevant work experience
- Bachelor's degree or comparable work experience
- Familiarity with human resources functions
- Demonstrated writing and communications skills
- Proficient in Microsoft Office Suite
- Self-directed and capable of multi-tasking and problem solving

December 5, 2022

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- Attention to detail and excellent organization skills

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

To Apply

Please send cover letter and resume to Executive Director Nathan Daniel at nate@greatpeninsula.org.