

POSITION ANNOUNCEMENT

Trust for Conservation Innovation – Oakland, CA
Full-time Administration and Operations Team Member
Posting Date: 1/30/2018

The Trust for Conservation Innovation is an Oakland-based nonprofit that accelerates impact for initiatives that protect and foster a healthy, sustainable, resilient and equitable world (www.t4ci.org). We have experienced extensive growth over the past five years (currently ~\$18M annual revenue, with ~75 team members in locations throughout the U.S. and internationally). We have also recently adopted an expanded mission and strategy for our organization that will trigger further growth, and are seeking a skilled administrative and operations expert to join our Core Team based in downtown Oakland. This is a newly created position with tremendous professional growth opportunity and we are poised to hire immediately.

Reporting directly to the executive director, this position will serve as a matrixed operational team member, supporting all our key functional areas: financial administration and grants management, program administration, human resources, communications, and fundraising support. We are still determining the exact scope of responsibilities as we believe the ideal candidate will contribute to the vision of the position. However, core functions will include:

- **Finance and program support** such as processing incoming revenue, notifying projects of receipt of funds, sending contribution acknowledgements, setting up new vendors, invoicing, audit and tax return support, grants/contracts administration support.
- **Human resources support** such as drafting and routing communication to employees regarding compensation and benefits, monitoring and reporting on monthly timesheet submission status, drafting and routing credit card use and equipment use agreements, providing routine HR database maintenance.
- **Communications support** such as webinar scheduling, social media posting support, intranet posting and administration, simple web updates.
- **Routine office operational support** such as equipment administration, office supply and inventory management, system administration (e.g. phones/email), filing.

The Ideal Candidate

You are a multi-faceted team member with well-rounded generalist skills in all areas of operations and administration. You believe that artful communication is essential to creating positive relationships and outcomes and thus you communicate clearly, concisely and persuasively both verbally and in writing. You embrace change and understand that supporting innovation means having a diverse and shifting work plate. You are highly organized, can think on your feet and you are at your best when you are juggling and spinning multiple plates at the same time while tackling new situations that require both well-thought out next steps and rapid response. You are unflappable and adept at displaying grace, while also remaining sensitive and attuned to routine needs for confidentiality and circumspection. Above all, you are outcome- and impact-focused and care about supporting and delivering best-in-class programs and services. You are ready to work as part of a team where a culture of diverse perspectives and direct feedback is an essential component of success.

We are a small team, and we're looking for a co-worker and a trusted colleague who likes to work in and across a highly collaborative team – lone rangers and clock punchers need not apply. To work well with us, you will be self-aware and self-reflective, perpetually curious, a

creative problem solver, a collaborative team player, have high emotional intelligence, and have a confident yet non-directive style. You will want to work as part of a cohesive and diverse group of co-workers who care about our planet and its people, and you are seeking a position where you wake up every morning excited to come to work. Passion for our mission and the work of our projects helps fuel your ownership and pride in everything you do.

Specific Requirements

- Advanced MS Office skills – particularly advanced functions of word and excel.
- Database administration experience.
- Tech and social media savvy; highly computer literate.
- Team-based approach to work.
- Comfortable working in an open office environment.

Salary and Benefits

The starting salary range for this Oakland-based full-time position is \$45,000-55,000 and is accompanied by a comprehensive benefits package that includes employer-paid health, vision, dental, short- and long-term disability, voluntary life, commuter benefits and employer-matched retirement contributions. Intangible benefits include a supportive and welcoming work environment that may include flexible work hours and work-from-home opportunities.

Applications

Applications will be accepted until position is filled. Please put **Admin and Ops** in the subject line of an email and send us a compelling note telling us why we should hire you, together with your résumé. Describe your interest in this position, your relevant qualifications and experience, and include your availability. Feel free to include other supporting materials as well. Applications can be sent to careers@t4ci.org. We politely request no follow-up calls or emails.

We value and promote diversity in the workplace and we are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.