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Land Protection Specialist

Position Open—Operations Director **February 15, 2013**

Seeking outgoing, energetic & detail oriented individual to handle administrative requirements of non-profit conservation organization. This position will ensure administrative requirements are handled smoothly and efficiently so core mission work receives maximum attention.

Full-time salaried, mid 30's+ DOE, health insurance. Some evening and weekend hours required.

Duties:

- Bookkeeping
- Donor records management & correspondence
- Grant administration—tracking and reporting
- Board & volunteer administration—communications, records, scheduling
- Events coordination

Requirements:

- Microsoft Office suite
- Experience in:
 - Quickbooks Pro & non-profit bookkeeping experience —3 years
 - Commercial donor software, donor acknowledgements—3 years
 - Grants administration
 - Non-profit board administration
 - Volunteer management and events coordination

Experienced only. Experience with land conservation or real estate helpful. Ideal candidate will have passion for outdoors and natural resource conservation and commitment to fostering these values in others.

Submit cover letter & resume, writing sample, references to cbunch@sixriversrlc.org. No phone calls.

WE CONSERVE, SUSTAIN AND
CONNECT NATURAL AREAS, LANDS
AND WATERS THAT MAKE THE
PLACES WE LIVE SPECIAL.

Six Rivers Regional Land Conservancy
is a private non-profit organization.
All contributions are tax-deductible as
provided by law.

