



Operations Steward

About the Kingston Land Trust: The Kingston Land Trust (KLT) is a nonprofit organization that protects environmentally and socially significant land for the common good. We work collaboratively across sectors to address inequities by making land accessible to the community through habitat sanctuaries, heritage sites, food gardens and rail trails, and by supporting sustainable affordable homes initiatives. Our programming is responsive to the diverse needs of our community, and aims to cultivate our shared capacity to live in a healthy relationship of reciprocity with the land, each other and other living beings.

Position Overview: The Operations Steward (OS) manages the internal nuts and bolts of the organization and helps develop the organization's infrastructure (systems, protocols, and policies), workflow, internal communications, and critical business processes. Primary duties include financial management, fundraising administration, office management, legal compliance, organizational recordkeeping, accounts management, information technology, and quality control. Fundraising administrative duties include constituent and donor database management, gift processing, appeal coordination, grant administration and reporting management. The OS establishes and maintains timely and compliant operational procedures and systems in accordance with organizational policies, funder and accrediting agency requirements, and local, state and federal regulations. The OS is also the primary liaison with contracted bookkeeper and accountant.

The OS is part of a collaborative staff team, reports to the Directors making up the Shared Leadership Team, and also works with other staff members, board members, and consultants on relevant tasks. While we are primarily seeking someone with the skillset to run basic operations, our hope is for someone who has the breadth of experience in all of the areas that the OS will be responsible for. This is an opportunity for a highly organized and independently-driven quick study who can take up these tasks and learn on the job.

Position Type: 32 hours / 4 days a week. Generally standard working hours with some flexibility.

Compensation: \$24-27 / hr depending on experience

Benefits: health stipend and remote office stipend totaling \$2633 (\$439 per month), 8 days of Paid Time Off (in addition to paid holidays), at least \$250 toward professional development

Note about position duration and organizational transition: This position will last 7 months, supporting ongoing operational needs for the KLT while the organization goes through an internal organizational reset and strategic planning / restructuring process (in addition to core external functions and programming). After 7 months, there is a possibility the position can be extended or become a permanent position. **If you are interested in this position but the weekly hours or temporary nature is not ideal for you, we encourage you to apply regardless—we may be able to tailor the position to your needs.**

Starting date: ASAP

Location: In-person / office work in Kingston, NY with work-from-home options for part of the week. The OS should be based in or around Kingston, NY.

Responsibilities

- Financial Oversight
 - Oversee tracking of income and expenses (*Quickbooks*)

- Act as a liaison to external bookkeeper and accountant
- Work with Shared Leadership Team to prepare and track annual budget
- Develop and carry out internal controls
- Fundraising Administration and Constituent Database Management
 - Manage and maintain constituent database (*Little Green Light*)
 - Process gifts
 - Coordinate donor acknowledgement
 - Manage grants, including reporting and administrative correspondence and tracking of open and future grants
- Office Management
 - Contract administration
 - Provide technical support to staff and board
 - Support preparation for and hosting of regular board meetings
 - Maintain website and other digital platforms / services
 - Manage Google Drive, including organization, data backup, staff and board onboarding, and access and security
 - Pick up and process mail
 - File organizational documents with appropriate governmental agencies
 - Develop and maintain overall digital infrastructure, including management account logins
 - Maintain and help develop organizational policy and process documents
 - Support organization's preparation for Land Trust Alliance accreditation
- Communications Administration
 - Manage voicemail, email inquiries, and email accounts as needed
 - Proofread organizational communication
 - Monitor Facebook and Instagram engagement
- Personnel Management
 - Provide and file necessary documents and explain policies to staff and consultants
 - Coordinate / support HR (Human Resources)

Desired Skills and Experience (applicants with 50% or more of the following will be considered):

- Excellent interpersonal and public-facing communication skills
- Commitment to the purpose and vision of the organization
- Demonstrated commitment to anti-racism, anti-oppression, and social justice
- Work experience in/with:
 - Organizational administration
 - Fundraising and development
 - Accounting
 - Insurance
 - Legal compliance
 - Human Resources
- Skill sets in/with:
 - Customer service
 - Project management
 - Data entry and tracking
 - Constituent management platforms
- Proficiency with IT/Web Platforms such as:
 - Google Drive
 - Quickbooks
 - Mailchimp
 - Drupal
 - Facebook
 - Instagram
- Additional skills and experience **a plus:**
 - Community-driven work and engagement

- Ecological stewardship
- Cooperative leadership and decision making
- Fluency in Spanish and/or another non-English language
- Firsthand experience and knowledge of Kingston and the surrounding area

The Kingston Land Trust is committed to building a culturally diverse staff. We strongly encourage applications from [BIPOC](#) (Black, Indigenous, and People of Color), which includes Latinx, Asian heritage and folks of multi-racial identities.

The Kingston Land Trust is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on organization needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, criminal record, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. The Kingston Land Trust will not tolerate discrimination or harassment based on any of these characteristics.

Please submit a resume and cover letter addressed to Kingston Land Trust Team at opportunities@kingstonlandtrust.org The deadline for applications is Friday, May 13th.