

THE CONSERVATION FUND

Position Description

TITLE: Operations Assistant

LINE OF BUSINESS/DIVISION: Working Forest Fund

FLSA STATUS: Exempt

REPORTS TO: TBD

NUMBER OF POSITIONS REPORTING TO THIS POSITION: 0

LOCATION: Chapel Hill, NC (preferred)

THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985.

POSITION SUMMARY

Provide administrative support to the Working Forest Fund (WFF). The WFF®’s business model is to buy at-risk private forestlands and sustainably manage its forestland holdings while working to secure permanent protection through conservation easements. Once permanent protection is achieved, the WFF® sells the protected forest to public or private buyers and redeploys these funds in another forest acquisition. As a member of the Working Forest Fund team, the Operations Assistant will provide support related to all program areas including acquisition, analytics, forest operations, conservation disposition, and finance.

RESPONSIBILITIES & SCOPE

The WFF® Operations Assistant will be responsible for processing payments through TCF’s internal accounting system (invoices, leases, taxes, fees) on all Working Forest Fund properties, currently involving over 27 project and +/- 460,000 acres in 15 states and growing. Specifically, this position will:

- Assist the Working Forest Fund Team to process invoices and payments related to forest management activities, recreational leases, consultant fees, real estate transactions, and due diligence fees.
- Assist Forest Operations Managers and WFF® team to process and deposit checks for timber sales, recreational leases, and miscellaneous payments.
- Assist Forest Operations Managers and WFF® team to process and pay tax bills.
- In collaboration with WFF® staff, respond to user-group requests and develop special-use permits, limited access licenses, and other associated agreements.
- Work closely with TCF Accounting staff to ensure the timely receipt of invoices and processing of payments. Work with WFF® Finance to track and monitor processed invoices.
- Process contractor agreements to ensure compliance with internal systems, timely payment, and proper accounting.

THE CONSERVATION FUND

- Assist Director of Conservation and Land Protections Specialist with tracking and invoicing partners and funders for reimbursable expenses.
- Assist in gathering information for the Manager of Portfolio Analysis to ensure information systems are accurate and up-to-date.
- Assist in the maintenance and updating of computer filing systems.
- Effectively and efficiently manage computer filing systems.
- Assist with arranging travel and accommodations.
- Assist in preparing presentations for conferences, donors, investors, and internal staff.

MINIUM QUALIFICATIONS

- Two years of administrative experience.
- Proficient in Microsoft Office Suite.
- Experience with payment processing software.
- Experience maintaining files on cloud storage systems.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong problem-solving skills.
- Ability to prioritize tasks and to ask for assistance when needed.
- Ability to function well in a high-paced and at times stressful environment.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Bachelor's degree in related field.
- Familiarity with real estate transactions or forest products industry.
- Experience utilizing Certify.

WORK ENVIRONMENT

- Work is performed primarily in an office setting.
- The noise level in the work environment is usually quiet.
- Estimated travel – 0%.

COMPENSATION and BENEFITS

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

THE CONSERVATION FUND

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.