

Landmark Conservancy

Position Announcement

Seeking Part Time (24-32 hrs) Operations Manager

Organizational Information: Landmark Conservancy is an independent, nonprofit organization dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of northwestern Wisconsin and its quality of life. Founded in 2018 as a result of the merger of West Wisconsin Land Trust and Bayfield Regional Conservancy, Landmark acquires and stewards land and conservation easements that encompass some of the region's favorite natural, scenic, and recreational assets. Landmark Conservancy has protected over 38,000 acres in the region. The lands owned by Landmark Conservancy total over 18,000 acres. Landmark Conservancy is accredited by the Land Trust Accreditation Commission, indicating that Landmark has demonstrated sound finances, ethical conduct, responsible governance, and lasting stewardship of the organization's conserved lands.

Landmark Conservancy has a current annual operating budget of \$800,000, our land acquisitions annually range from \$500,000 to \$3,500,000 and we have numerous land management campaigns that vary from \$60,000 to multi-million dollars. Landmark's financial accounts include two checking and two savings accounts. Approximately 40-60 payables are made each month from Landmark's general operating checking account. Landmark funds our operations and land acquisitions from a variety of sources—contributions, grants, and other receipts from individuals, families, businesses, organizations, agencies, and foundations. Over the past five years, more than 800 individuals, families, businesses and organizations, and other donors have provided financial support. Landmark currently manages over \$1,500,000 in endowments in 11 accounts and other restricted funds at five foundations, and is named as the beneficiary in a number of planned giving arrangements.

Office Location: We have two office locations in Menomonie and Bayfield and have a total of eight staff. This preferred office location for this position is Menomonie, but we are open to applicants work out of either office or establish a remote home office.

Compensation: Salary based on qualifications and experience. Landmark Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Qualifications:

- Associate's degree and three to five years of professional experience in a related field.
- Capability to overseeing corporate filing, operational and reserve accounts and assist Advancement Director with financial reports well as reserves and endowments.
- Strong communication skills.

- Proficient with modern computer applications, including QuickBooks, Microsoft Office Suite (Word, Excel, PowerPoint, etc.), data storage and manipulation, development of financial reports, reconciling accounts, and ability to take on special assignments as needed.
- Experience overseeing nonprofit cost accounting as it relates to restricted and unrestricted classes.
- Experience with payroll accounting systems and quarterly IRS filings.
- Demonstration of a strong personal interest in, and conviction to, the conservation of land and natural resources.
- The ability to effectively lead, motivate, communicate and work with a diverse staff and volunteers. This position will oversee our Operations Associate.

Working Conditions:

Duties are primarily performed in the office. Travel may be required to various locations in the region and beyond for meetings, conferences or workshops. Evening and weekend work are occasionally required.

Landmark Conservancy is an equal opportunity employer.

Salary and Fringe Benefits:

Job Hours: The current job will require 24 to 32 hours a week. Landmark is open to expanding this job to full time if the right candidate has additional desired skills, for example Human Resources, Grant Writing and/or Donor Relations.

This is a part time position that could include health insurance and salary is commensurate with experience.

This position is open until filled. It is anticipated an initial review of candidates will be conducted beginning June 4.

Please contact Executive Director Lindsey Ketchel with any questions: lindsey@landmarkwi.org & 715.235.8850

To apply please submit a cover letter & resume to: Lindsey@landmarkwi.org

Additional information including job description and Landmark Conservancy is available on our website: <https://landmarkwi.org/join-our-team/>