



Western Reserve Land Conservancy

land • people • community

JOB POSTING

Senior Administrative Assistant

Western Reserve Land Conservancy has an immediate opening for a Senior Administrative Assistant. This full-time position will be located at the organization's Conservation Center at 3850 Chagrin River Road, Moreland Hills, Ohio 44022.

BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 20 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

POSITION SUMMARY

Under the direction of the Executive Assistant to the President and CEO (EA), the Senior Administrative Assistant ("Assistant") will provide high-level administrative support for the CEO and assigned executive staff ("Management Team") in a fast-paced environment. This individual will be the understudy to the EA with the objective that they will replace the EA when she retires within the next 12 to 36 months. The EA is in the process of transitioning to a 3 day per week work schedule.

The Assistant works with the EA to relieve the CEO and other executive staff of administrative-related functions in order to increase capacity for conservation, organizational management, and fundraising responsibilities. Candidates must demonstrate initiative, strong organizational skills, and excellent interpersonal abilities. The Assistant must maintain confidentiality, as working in this role provides exposure to sensitive information regarding the organization, its policies, and strategies. In addition to many administrative support functions, the Assistant arranges appointments, travel, meetings, and conference calls with competing priorities and deadlines.

KEY AREAS OF RESPONSIBILITY

CEO Support

- Partner with the EA to provide administrative support to the CEO, including but not limited to detailed calendar management, communications to the Board of Trustees, expense report management, mail processing, invitation coordination, and travel coordination

- Learn from the EA how, on behalf of the CEO, to manage and serve as the Board liaison with high-level administrative tasks, which include meeting logistics, scheduling, and reporting, and ensure that the Board records, correspondence, minutes and activities are maintained
- Work with the EA to coordinate CEO's meetings, including attendee management, materials preparation, room set-up, minutes, and follow up correspondence
- Assist with special projects, staff training and other general office tasks as needed or assigned
- Provide administrative support to the Chief Development Officer to support activities of the comprehensive campaign including calendar management, invitation coordination, event planning for donor dinners and cultivation gatherings
- Work closely with other administrative staff members to build a cohesive team while exhibiting leadership qualities
- Serve as back-up for front receptionist, as needed
- Other duties as assigned

Management Team Support

- Assist the Management Team by scheduling meetings, preparing and saving materials, and directly supporting the Chair and the Vice President of Human Resources with work related to the Management Team, annual planning, and related functions
- Provide administrative support as requested to other Management Team members, including but not limited to the Senior Vice President for Conservation Transactions, the Director of Finance and the Vice President of Human Resources
- Other duties as assigned

EDUCATION, EXPERIENCE AND CAPABILITIES

- Demonstrated passion for the Land Conservancy's work to provide the people of our region with essential natural assets through conservation of vibrant natural areas, preservation of working farms, and creation of healthier urban environments
- Proven work experience as an Administrative Assistant or similar role
- Demonstrated ability to handle confidential and sensitive information with utmost discretion
- Excellent written and verbal communication skills
- Strong collaboration and relationship-building skills
- Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced environment
- Ability to relate to a diverse range of people and exercise cultural competence and inclusion
- Ability to be adaptable and flexible when confronted with challenges and change
- Ability to handle obstacles with a problem-solving attitude and approach
- Ability to work independently and as part of a team emphasizing teamwork, collegiality, respect, and excellence
- Proficiency in Microsoft Office products such as Word, Excel, Power Point and Outlook
- Bachelor's degree preferred
- Must be willing to work evenings or weekends as needed

APPLICATION PROCESS

Interested individuals should send a resume and cover letter to Bob Kissling, Vice President of Human Resources, at rkissling@wrlandconservancy.org.

Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive

consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.