

**THE CONSERVATION FUND  
POSITION DESCRIPTION**

**TITLE:** Administrative/Project Assistant, Western Regional Office  
**SUPERVISOR:** Western Field Representative, Western Regional Office  
**STATUS:** Non-Exempt  
**HOURS:** 25 hours per week Monday – Thursday, specific hours to be set upon hire  
**DATE:** April 11, 2008  
**START DATE:** May 15, 2008 or as soon as possible thereafter

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**POSITION SUMMARY**

The Administrative Assistant in the Western Regional Office provides administrative support to the Senior Vice President/Colorado Director, the Western Director, and Western Field Representative in the Colorado office. Responsible for all administrative functions to ensure smooth and efficient operation of the Western office, including receptionist and light bookkeeping duties, computer functions and trouble shooting, preparing reports, presentations and grant proposals, managing donor database and communications with donors and partners, assisting with due diligence on real estate projects, and coordination with legal, real estate, development, accounting and administrative staff in TCF's national and field offices. The Administrative Assistant serves as an important point of contact with agency officials, funders, landowners, executives, consultants, and others. Salary is commensurate with the position description and experience. Benefits include health insurance, paid vacation, training/continuing education opportunities, retirement plan, and life insurance. The position is located in The Conservation Fund's office in downtown Boulder, Colorado.

The Conservation Fund, established in 1985, seeks sustainable conservation solutions for the 21<sup>st</sup> century, emphasizing integration of economic and environmental goals. Through land conservation, demonstration projects, education, and community-based activities, the Fund looks for innovative long-term measures to conserve land and water. Since its inception, the Fund has forged partnerships to protect American's irreplaceable outdoor heritage—protecting over 6 million acres—a tangible legacy for future generations. For more information about the Fund, please view our website at [www.conservationfund.org](http://www.conservationfund.org).

**POSITION DESCRIPTION**

***Telephones, Fax & Mail:***

- X Answer incoming phone calls, screen and route calls, take and relay messages.
- X Assist with conference calls and other telephone functions.
- X Open and distribute mail in a timely manner.
- X Send faxes and distribute incoming faxes in a timely manner.
- X Handle overnight mail and messenger services.

***Bookkeeping:***

- X Process travel and credit card expense reports, check requests and timesheets.
- X Pay monthly operating and miscellaneous expenses using Quicken; balance checking account monthly.
- X Calculate breakdowns of monthly rent, telephone and car phone bills.
- X Coordinate with national accounting on accuracy of real estate project accounting, transfers of balances and account closures for Colorado accounts.
- X Assist with preparing annual operating budget for Colorado office.
- X Obtain new project numbers and telephone codes; maintain lists of these codes.
- X Maintain petty cash account.

***Computers:***

- X Non-technical assistance with software applications and functionality of hardware.
- X Basic network administration, such as organization and functionality of shared directories and files.
- X Maintain adequate back-up of network files; trouble shoot hardware and software problems as needed.
- X Coordinate with outside consultants on computer hardware, software and network problems and fixes.
- X Maintain anti-virus programs and other computer security applications as needed.

***Presentations and Proposals:***

- X Draft grant proposals and correspondence; assist with timely reporting to grant-making organizations.
- X Prepare presentation and proposal materials; create and organize graphics, maps, and photos.
- X Research background information on grant, foundation and other funding alternatives.
- X Draft project summaries for annual report, news releases, and other promotional materials.

***Development:***

- X Maintain donor database.
- X Handle fundraising campaigns, including list maintenance, composing correspondence, and processing mailings and acknowledgements using computer mail merge functions.
- X Process checks received from donors.
- X Coordinate with Arlington and Colorado staff to maintain accuracy of donor lists and communications.

***Real Estate Project Assistance:***

- X Prepare project evaluation forms, board resolution requests, and real estate activity memos as needed.
- X Prepare project budgets.
- X Assist with arrangements for on site meetings and events (catering, invitations and logistics).
- X Create, maintain and organize real estate project files.
- X Assist with due diligence and coordinate with legal counsel as directed by field staff.

***General Administration:***

- X Filing of real estate documents, development correspondence, board resolutions, bookkeeping and administrative records.
- X Prepare general correspondence, quarterly progress reports, and annual goals and accomplishments.
- X Track deadlines for real estate and financial reports, requests, and assignments from HQ.
- X Assist with travel reservations for field staff as needed.
- X Maintain office calendar of meetings, events, and travel; track daily schedules of field staff.
- X Maintain orderliness of front desk and office, supply room and file storage areas.
- X Order and stock office supplies; handle purchases of office equipment and furniture as needed.
- X Ensure working condition of phones, printers, fax machine, and other office equipment.
- X Catalog negatives, slides and digital images; track photos when borrowed or loaned.
- X Coordinate with building personnel on billings, back-up receptionist services, and office maintenance.
- X Assist with arrangements for meetings, conferences, and social events sponsored by TCF in Colorado.
- X Special projects and other duties as required and directed.

**REQUIREMENTS**

Bachelors' degree.

3 to 5 years prior administrative experience; non-profit organization experience a plus.

Excellent organizational skills, detail-oriented with the ability to prioritize and multi-task.

Excellent interpersonal skills and telephone demeanor (ability to communicate professionally and effectively with high level executives, project partners, donors, and team members).

Excellent business writing skills (letters, reports, grant proposals).

Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); familiarity with WordPerfect and Quicken desirable.

Ability to troubleshoot basic computer hardware, software and network problems.

Light bookkeeping skills.

Positive and flexible attitude, sense of humor, team player.

Ability to perform reliably and productively in a relatively unstructured environment.

Willingness to work occasional evening or weekend hours.

Commitment to land conservation and the mission of The Conservation Fund.

***The Conservation Fund is an equal opportunity employer.***