



Position description: Program Manager

Location: 511 SE Morrison, Portland, OR

Status: Full-time, Exempt

Compensation: \$45-55k, DOE

COLT provides a commensurate benefits package with generous paid time off, a retirement plan with employer matching program, and health, vision and dental coverage.

Reports to: Executive Director

Position Summary: The [Coalition of Oregon Land Trusts](#) (COLT) is seeking a Program Manager to oversee major projects, support our pro-bono legal program, fundraising and communications, and provide business operations management. The Program Manager is an essential member of COLT's team and the support we provide to our 27 member organizations across Oregon.

This position provides valuable experience in all aspects of a small nonprofit organization and facilitates connections with conservation professionals across the Northwest.

About COLT: The mission of COLT is to serve and strengthen the land trust community in Oregon. We support and unite 27 organizations that protect special places. COLT does not own nor steward land, but we help our members do what they do best – protect wildlife and wild places, defend working farms and forests, provide recreation and parks, champion clean water for all, drive climate solutions and science, and engage communities. COLT's work is guided by [a strategic plan](#) that aims to 1) **Advocate** on behalf of land trusts 2) **Support** a thriving land trust community in Oregon and 3) **Strengthen** our coalition.

Essential Duties and Responsibilities

Operations Management and Member Support

- Coordinate member meetings including RSVPs and logistics
- Support member organizations: respond to inquiries, conduct surveys, craft special emails and track member training requests
- Support COLT's commitment to increasing diversity, equity and inclusion in our work – including staff lunch and learns, trainings and more
- Manage payment of annual membership dues and any other business operational needs
- Liaise with finance and bookkeeping to manage credit cards and check requests
- Serve as the IT/Tech manager for the organization; oversee all systems and equipment including email, conference calls, website backend, and calendars
- Oversee the office space and any associated needs

- Other operations/office administrative tasks as needed

Pro-Bono Law Program Coordination

- Manage, host, and promote up to 3 educational law forums per year
- Manage and respond to pro-bono requests as appropriate: match land trusts with attorneys, review and maintain legal resource library
- Steward COLT's volunteer attorneys and support the production of research that addresses legal needs relating to land conservation
- Assist with legal extern recruitment, orientation and documentation
- Provide other supportive tasks based on needs of the pro-bono legal manager

Fundraising

- Manage COLT fundraising database-Little Green Light
- Process donations and donor acknowledgments
- Manage targeted donor communications, work closely with the Executive Director and COLT's development committee
- Manage grant tracking, reporting and seek new funding opportunities

Communications

- Design, populate and distribute COLT emails – includes bi-weekly news and all other email outreach
- Design, create, manage, and report on all social media content for COLT and work with the Communications Director to track metrics
- Support COLT's communications initiative to help deepen public understanding of land trust work in Oregon

Events and Projects

- Manage COLT community events, including securing event space, RSVPs, promotion, program, budget etc.
- Lead our annual Get Outdoors Day project: includes the concept, planning, logistics, member organization, website, social media, emails, media relations, materials, reporting, etc.
- Serve as COLT's lead planning staff for our NW Land Camp conference (every other year, next is 2021)

Government Relations and Policy

- Run our legislative summer tours: planning, materials, recruitment and logistics
- Support COLT's Executive Director and members in policy outreach

Winning behaviors, competencies, and skills:

This position requires a self-starter who can work across all of COLT's programs. The ideal candidate will be motivated by a diverse portfolio of work and will be a details-driven team player. We are looking someone with strong communication and time management skills. We also wish for someone with an interest in law and who values conservation in Oregon.

COLT is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices. We are an equal opportunity employer and do not discriminate.

Experience:

- 5-7 years of relevant work experience and/or a degree in natural resources, or related field
- Demonstrated experience in program/project management
- Strong customer service skills and the ability to connect with a diversity of people
- Strong writing and verbal communications skills
- Operations, bookkeeping and technology management
- Event management skills
- Experience with WordPress, MailChimp, social media, conference call systems, Little Green Light, and Dropbox (or comparable programs)

Core work hours/environment:

Core workdays are Monday through Friday 8:30am-5pm with occasional evening meetings. This job is primarily a desk job, but will include regular out-of-office meetings with community partners and occasional overnight travel throughout Oregon.

ADA Statement:

This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing. This job requires transporting supplies, meeting materials and boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

To apply, please send a cover letter and resume as one PDF to jobs@oregonlandtrusts.org by 5pm on January 2, 2020. Thank you.