JOB POSTING

Far Reaches Botanical Conservancy, Port Townsend, WA

Administrator Position – Part-time

Overview
The Far Reaches Botanical Conservancy (FRBC), a nonprofit located in Port Townsend, WA seeks a part-time Administrator to assume responsibility for operational and financial management of the organization. FRBC is a small, growing organization with a 4-member Board supported by the Administrator along with a handful of dedicated volunteers. The organization, which was founded in 2017, is co-located with the well-established specialty nursery Far Reaches Farm, and has a passionate base of supporters in Washington State and across the world, with many opportunities to grow the reach and impact of its work.

FRBC Mission and Strategic Goals
FRBC acquires and conserves botanically significant wild and cultivated ornamental plants new to North America with special emphasis on those that are threatened or vulnerable to loss. We maintain these plants as a living reference collection for education, public enjoyment and scientific purposes. FRBC has four Strategic Goals which guide its day-to-day operations:

1. Continue Collection of At-Risk Plants
2. Ensure Conservation and Distribution of Threatened Plants
3. Broaden Engagement and Education of Diverse Communities
4. Build Infrastructure and Organizational Sustainability

Administrator Job Description
FRBC seeks an Administrator to help manage and direct our organization. The Administrator has broad responsibilities encompassing operations management, financial administration, Board oversight, fundraising, marketing, and more. Most importantly, the Administrator is responsible for ensuring that all programmatic and administrative work progresses according to plan. The position requires an ability to work independently, while communicating effectively with the Organization’s founders and Board members. The ideal candidate will have excellent organizational skills, be detail-oriented with the ability to multi-task and “manage up,” while maintaining and establishing systems to advance FRBC’s long-term sustainability. The Administrator will coordinate with FRBC’s small, dedicated team of volunteers and advisors in accomplishing the Annual workplan. This team has expertise in legal, marketing and communications, grant writing, and strategic planning.

Responsibilities

1. Operations Management:
   • Communicate and coordinate regularly with FRBC founders
   • Manage and communicate with the Board of Directors; organize and facilitate quarterly Board meetings
   • Help facilitate development of Strategic Planning updates and Annual Goals; track accomplishment of Annual priorities
   • Maintain nonprofit filings and coordinate with FRBC’s legal counsel as needed
2. **Financial Management:**
   - Conduct bookkeeping, financial reporting and reconciliation
   - Prepare and track annual budget
   - Oversee income streams (donations, plant sales, events, etc)
   - Manage tax reporting

3. **Fundraising & Membership:**
   - Track and record donations, prepare thank you letters
   - Oversee Fall fundraising, GiveBig, and Giving Tuesday campaigns, in coordination with FRBC’s volunteer marketing and communications team
   - Generate quarterly membership renewals
   - Assist with grant writing, research, budgeting, and reporting, in coordination with Board members and volunteers
   - Support fundraising events as needed

3. **Marketing Management and Support:**
   - Organize and facilitate Annual Report preparation
   - Assist with E-newsletters and website updates as needed
   - Create social media, video, and other online content as appropriate

4. **Onsite Education Programs:**
   - Coordinate classes and workshops
   - Assist with program administration

**Desired Qualifications***

- High level of organization and attention to detail
- Self-motivated with a desire to work independently with little supervision
- Ability to keep Board members and volunteers on track
- Relevant experience in nonprofit administration
- Excellent written and verbal communication skills
- Knowledge of financial management and familiarity with QuickBooks
- Experience with fundraising, donor development, and grant writing
- Familiarity with social media, YouTube, and video development, as well as basic computer skills (Microsoft Office, MailChimp)
- Background in coordinating workshop logistics

*If you feel that you are a great fit for our organization but don’t have all of our desired qualifications, please explain in your Letter of Interest.

**Compensation**
This position is currently 10 to 15 hours/week, depending on the candidate’s interest and skills, with the opportunity for expansion. Pay is negotiable as an independent contractor.

**How to Apply**
Please submit a Letter of Interest and resume to: plants@farreachesbotanicalconservancy.org. Applications accepted on a rolling basis and position is open until filled.