The Nature Conservancy  
Saving the Last Great Places

JOB DESCRIPTION

JOB TITLE: OFFICE MANAGER, MAUI PROGRAM
JOB FAMILY: Operations
JOB NUMBER: 2306
FLSA STATUS: Exempt
RELATED POSITION TITLES: Office Manager, Administrative Coordinator, Facilities Manager, Finance and Office Manager

ESSENTIAL FUNCTIONS:
The Office Manager is responsible for managing the office and baseyard facilities and administrative functions of the Maui program. This includes administrative tasks and functions related to Waikamoi Preserve, Kapunakea Preserve, Kanepuu Preserve (Lanai), TNC’s involvement with the East, West, and Lanai watershed partnerships, and Maui’s marine program. The Office Manager coordinates human resources, finance, telecommunications, general maintenance/repairs, and information systems to ensure compliance with Conservancy policies and practices, and provides support to Maui program staff in these areas. The Office Manager understands the goals and functions of the Maui program and adeptly handles office administration and special projects including facilities, inquires and correspondence, preparing and monitoring budgets and contracts, planning and coordinating meetings and field trips, and assisting with travel arrangements. A key element of the job is administrative oversight and compliance on all Maui program federal, state, and county grants, including proposal preparation, tracking budgets and match, assistance with reporting, and quality control. The Office Manager also monitors and coordinates the preparation of budgets, schedules, purchase requests, forecasts, and reports, and ensures financial reporting and accounting is conducted in an accurate and timely manner. Duties also include managing the commercial hike program and supervising administrative and clerical permanent or temporary staff, volunteers, or interns. The Office Manager and his/her direct reports are responsible for ensuring an office presence for field safety radio checks.

KNOWLEDGE/SKILLS:
• Bachelor’s degree preferred, and 1 year related work experience, or equivalent combination of education and experience, or high school diploma and 3 to 5 years related experience.
• Strong organizational skills and attention to detail.
• Solid knowledge of MS Office. May require database management with ability to produce reports. Ability to use advanced functions, including navigating the Internet.
• Proven organizational and administrative skills, and attention to detail.
• Financial analysis and/or grants and contracts management experience preferred.
• Ability to organize time and manage diverse activities. Meet deadlines.

COMPLEXITY/PROBLEM SOLVING:
• Coordinate multiple diverse projects with several variables, set realistic deadlines, and manage a timeline.
• Adapt or modify processes in response to changing circumstances.
• Interpret guidelines and analyze factual information.
• Resolve routine problems independently; consult with supervisor to develop plans for resolution of unusual or complex problems.
• May act as resource to others to solve problems.

DISCRETION/LATITUDE/DECISION-MAKING:
• Duties are performed under general supervision and established guidelines.
• Demonstrates common sense, flexibility, and teamwork with the ability to exercise independent judgement.
• Makes day to day decisions within the scope of work assignment.
• Opportunities to act independently on assigned tasks. Refers difficult questions or unusual problems to supervisor.
• Duties may require non-routine analysis, research and follow-through.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:
• May supervise administrative staff and/or volunteers, interns, and temporary staff.
• Financial responsibilities may include working within budget while completing check requests, handling petty cash, and negotiating and contracting with vendors.
• May assist in budget development, and compile and distribute supporting reports.
• Purchase equipment and supplies as provided for in the budget.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Formulates and clearly communicates ideas to others, providing a variety of information to staff and others to assist workflow throughout the organization.
• Works and communicates with a diverse group of people, including board or directors, donors, volunteers, the public and other staff.
• Consistently demonstrates professional, positive, and approachable attitude/demeanor and discretion. Demonstrates sensitivity in handling confidential information.
• Familiarity with standard business communications; ability to draft and edit correspondence and other written materials.

WORKING CONDITIONS/PHYSICAL EFFORT:
• Work requires only minor physical exertion and/or strain. Work environment involves only infrequent exposure to disagreeable elements.
• Willingness to travel and work flexible hours including on occasion, early morning and evenings to ensure safety check-ins with staff.

TO APPLY:
Please send cover letter outlining relevant work experience and resume to jeber@tnc.org by December 5, 2005.

The Nature Conservancy is an Equal Opportunity Employer