



Program Manager Job Description

Position: *Diablo Trust Program Manager*

Responsible to: *President of the Board of Directors*

Time Commitment: *25 hours per week or as otherwise agreed upon*

General Description: *Manages the organization from the central office in Flagstaff. Management includes: education, outreach, communication, finances, fundraising, development, and general office activities. All duties are performed in compliance with IRS regulations, Board-approved policies, the organization's budget, and high-quality non-profit management principles and techniques.*

Qualifications:

An ideal Program Manager will have . . .

- a demonstrated passion for land conservation and a commitment to DT mission & values
- educational and outreach skills
- proven interpersonal skills
- proficient written and oral communication skills
- financial experience: bookkeeping, budget development
- creative problem-solving abilities
- computer proficiency: experience with MS Office, QuickBooks
- advertising and branding experience with Facebook, Instagram, Twitter, and other social media platforms; listserv and website maintenance and development
- event and meeting planning and coordination experience

Additional relevant experience, but not required.

- 3-5 years of non-profit experience
- a relevant bachelor's degree
- experience working with the various constituencies represented by Diablo Trust (e.g. ranchers, agency officials, recreators, sportsmen, etc.)
- familiarity with greater Flagstaff community
- fundraising and development experience

Compensation:

1. \$25,000 - \$30,000/ year
2. Two weeks vacation:
 - Yr. 1 – 2 weeks unpaid
 - Yr. 2 – 1 week paid, 1 week unpaid
 - Yr. 3 – 2 weeks paid

Duties:

The Program Manager will be responsible for . . .

Organizational Development

- work closely with the Board of Directors on long-term and short-term goals and strategies
- develop and implement strategies to successfully promote the organization's mission
- forge and maintain relations of trust with stakeholders, agencies, community, etc.

Outreach/Image Development/PR/Membership Growth

- produce a minimum of two newsletters per year
- educate the public through presentations, displays, events, and workshops
- keep all social media, listserv mailings, and website current and compelling
- maintain updated membership list

Office & Administrative

- manage financial matters: work closely with DT CPA to keep an accurate set of accounting books, prepare annual budget, quarterly tax filings, Annual Corporation Commission filing, quarterly financial statements, tax filings, and any other 501c3 required reports and filings
- keep detailed calendar showing all required deadlines and activities
- maintain an organizational history
- plan all regular, committee, Operations, Recreation Working Group, CROP (Coordinated Resource Operational Plan) and board meetings and organize all meeting materials, minutes and attendance lists
- keep meeting minutes, government filings, and other important files stored appropriately and securely in the office; both electronically and hard copies
- keep computers current with virus software and updates
- manage day-to-day operations of the organization

Fundraising

- raise funds to supplement organizational development, to include grant writing
- keep accurate and updated donor database, compare year to year, and track trends
- prepare and distribute fundraising communications (written and oral)

Events

- organize all activities and events: Days on the Land, field trips, Christmas Party, Campout, Annual Meeting, Annual Plan of Work Meeting, Board Meetings
- manage event sponsors, auction donations, and other donations

And other tasks as requested.

To apply for the Program Manager position, please send resume and cover letter to info@diablotrust.org with "Program Manager Position" in the subject line no later than 5:00 p.m. on September 16, 2022.