



## PROGRAM ASSOCIATE Employment Opportunity

### **About Pepperwood Foundation**

Pepperwood Foundation is a 501(c)3 nonprofit organization with a mission to advance science-based conservation throughout our region and beyond. Pepperwood owns and operates a 3,200-acre preserve in Sonoma County dedicated to ecological research and education. The Dwight Center for Conservation Science, a 9,400 square foot LEED-certified green building, provides the base for Pepperwood's program delivery. Pepperwood works with researchers from around the world to address challenges facing land and water managers today and we translate results into educational tools and practical solutions for our community. Pepperwood is a place where science and community come together to solve today's most pressing environmental challenges. Our goal is to ensure that humanity thrives together with a vibrant natural world.

### **Position Summary**

The Program Associate is responsible for providing administrative support to the organization's Operations, Development and Communications team. The position will support critical administrative, financial, communications and data management tasks for the organization as a whole. This position will be responsible for data input and quality control for our cross-organization community database using a Client Relations Management (CRM) platform. The successful candidate will develop and generate database reports and related correspondence and communications. He or she will also conduct targeted internet research tasks using search tools. This position will also implement a range of tasks as needed to support financial processes, team communications, mailings, funder and partner correspondence, and staff meetings. This position will require occasional travel and will involve working some weekends and evenings.

The Program Associate is a full time, non-exempt employee and reports to the Finance and Operations Manager.

**Key Duties:** Under management supervision, the Program Associate will be responsible for implementing tasks including management of donor records - data entry and accuracy, report generation, document preparation, grant support, and basic team communications. This position will interact with the public as needed to respond to on-site, phone, mail or email queries. The position will support on-site meetings and events with check-in, note-taking, and occasional basic hospitality tasks.

### **Relevant Skills and Abilities**

The successful candidate will have a broad range of skills including the following.

- Experience with Salesforce or similar CRM databases.
- Familiarity with QuickBooks or similar accounting software.
- Expertise with Microsoft Suite and Adobe products, including mail merge, document formatting, data presentation, and presentation preparation.
- Strong analytical and communication skills.

- Be a proactive, detail- and customer service-oriented problem-solver.

## **Essential Functions**

### **Database Management and Development**

- Support CRM database transition.
- Maintain donor/member records with accurate data entry.
- Maintain relationship/cultivation data.
- Compliance with quality assurance/quality control protocols.
- Generate reports and analytics for managers and Board.
- Generate professional quality acknowledgement letters.
- Support donor and membership events.
- Under supervision, support online research and integrate into database.
- Support reporting and reconciliation with accounting.

### **Administrative**

- AP support using QuickBooks.
- Support proofing, formatting, and distributing documents in Word and Adobe.
- Help generate, track, and file organizational documents in hard copy and on server.
- Update online project calendars and communications (Basecamp, Google, and similar platforms) with supervision.
- Support budget, project plans, and tracking worksheet creation in Excel.
- Represent Pepperwood and provide occasional check-in and hospitality support for on-site meetings and events.
- Support key office management functions, including ordering and organization of supplies and collateral.
- Support Board communications and processing and archiving of governance documents.

### **General**

- Provide phone coverage and front-desk support as needed.
- Participate in Operations, Development and Communications team meetings as note-taker and provide administrative meeting support.
- Attend staff Operations meetings and support other staff and Board committees and meetings as assigned.

## **Essential Requirements:**

- Minimum AA Degree.
- 2 years of relevant work experience with Salesforce or similar CRM database.
- Excellent written and oral communication skills.
- Strong research, analytical, planning, problem-solving, and follow-through skills.
- Proficient in MS Word, Excel, and PowerPoint. Must be able to format documents and presentations independently, able to create spreadsheets, and perform mail merge functions.
- Proficient in Adobe Suite.

- Knowledge of web software, internet research, and fundraising databases.
- High level of attention to detail, organization, and resourcefulness.
- Able to work independently, but seek guidance as needed.
- Ability to work with a variety of people including staff, volunteers, community members, and high-profile individuals.
- Ability to work evenings and weekends on occasion for events, meetings, and deadlines.
- Curious and quick learner of new tools and processes.
- Excellent team player.
- Excellent work ethic with a focus on quality and timely generation of work products.
- A positive attitude and service-minded ethic.
- CA Driver's license and good driving record

**Non-essential preferences:**

- CPR/First Aid certification
- Spanish speaker
- Class B license

**Work Environment:** This position is based at the Dwight Center for Conservation Science. Central office with cubicle work-space and computer workstation, temperate climate, and office lighting. For occasional events on the preserve, the work environment includes uneven terrain, limited vehicle access and cell phone reception, and may require managing natural hazards including poison oak, ticks, etc.

**Physical Requirements:** For administrative duties: continuous sitting, fine finger movements, visual capacity to work with computer station, ability to navigate two flights of stairs and various doors and cabinets. For facilities and preserve-based tasks: ability to hike two miles in varying terrain and lift up to 25 lbs.

**Compensation**

Wage is commensurate with experience. Pepperwood offers a 403(b) retirement plan with employer contribution, comprehensive health care coverage including medical, dental, chiropractic and acupuncture care, and partial coverage of dependents.

**To Apply**

Please email your resume, cover letter, and three references with contact information to [pepperwoodpreservehr@gmail.com](mailto:pepperwoodpreservehr@gmail.com) with the subject line: Program Associate. Position will be open until filled.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, gender, sexual orientation, age, or marital status.