

The Land Trust for Tennessee

Position: Office Manager, Full-Time

Supervisors: Director of Operations, HR, & Culture and Director of Finance

Location: Nashville, TN



About The Land Trust for Tennessee

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 25th year, LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. LTTN seeks an energetic and well-organized professional to join our collaborative staff and highly regarded board in this full-time position. The position is based in Nashville and offers an impactful, fast-paced work opportunity at one of the nation’s premier conservation organizations.

The Opportunity

The Office Manager serves as the primary point of contact and welcoming face of the organization. This position is responsible for the organization and coordination of office operations, finance tasks, and organizational resources. This position must prioritize creating and maintaining a pleasant and safe work environment, while ensuring high levels of organizational effectiveness and communication. This position is a key part of the Finance & Operations team, working with oversight and management from the Director of Operations, HR, & Culture and the Director of Finance.

Primary Responsibilities

Office Administration

- Oversee company-wide mail functions, office equipment, supplies, and facility organization, ensuring cleanliness and order.
- Serve as primary receptionist for phone, gate, email, and office, managing effective systems for these areas.
- Plan staff celebrations (birthdays, work anniversaries) and coordinate gatherings, holidays, and other events with LTTN’s Culture Committee.
- Coordinate logistics for meetings, including space reservations, refreshments, and setup/tear down at Glen Leven Farm.
- Serve as security point of contact and ensure safety and security protocols are being followed by others.
- Provide support in managing Chattanooga office vendors, administrative tasks, and equipment needs, including quarterly visits to the office.

General Coordination & Operational Responsibilities

- Manage the organization-wide shared calendar.
- Schedule and coordinate weekly staff meetings.
- Support Board and Committee meetings, including meeting logistics, record-keeping and following up on resolutions. Take meeting minutes for the Board of Directors, the Finance & Audit Committee, and the Executive Committee.
- Serve as the main point of contact for vendors, managing scheduling, payment processing, operational records, and oversight of all organization-wide subscriptions and memberships.
- Work with HR and Finance to keep accurate records of asset inventory and assist in reporting any IT maintenance items.
- Assist HR with new hire onboarding, including workspace and operational setup and office procedural walkthrough.
- Assist the Director of Operations in implementing and documenting important processes and procedures.
- Coordinate the ordering of branded merch and other similar supplies for the organization.

Finance & Accounting

- Responsible for upkeep of LTTN billing email inbox, electronic correspondence with vendors and LTTN staff, and processing & filing of incoming electronic invoices and check requests.
- Responsible for accounts payable processes: receiving, reviewing, entering, and filing of invoices and check requests; printing checks; processing ACH payments; and mailing physical check payments.
- Timely and accurate preparation and entry of remote check deposits to banking system and QuickBooks accounting system.
- Responsible for logging all monthly ACH debits to QuickBooks and securing supporting documentation.
- Maintain up-to-date records of vendor W-9 forms, addresses and contact information, and COIs as needed.
- Perform accurate and complete document filing, recordkeeping, and archiving, in adherence to LTTN's document retention policy and recordkeeping needs to ensure a smooth annual audit.
- Research new systems, processes, and tools that could result in cost-savings or improved efficiencies for the organization.

Qualifications

- Technologically agile, with proficiency in Microsoft Office Suite and QuickBooks. Experience with Salesforce is a plus.
- Exceptional customer relations skills, able to represent LTTN professionally and interact effectively with a wide range of organizations and individuals.
- Ability to manage multiple projects simultaneously while maintaining attention to detail and meeting deadlines.
- A strong commitment to learning as well as the ability to work independently and collaborate in group problem-solving.
- The candidate must be able to lift 35 pounds, have a valid driver's license, and access to a reliable vehicle for occasional travel, as well as be available occasional evenings and weekends as needed.

Benefits

- Full-time position, working 40 hours per week in-office at Glen Leven Farm. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Monthly mileage reimbursement, and/or cost of rental car or use of company vehicle offered for work purposes.
- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- 403b retirement plan with a one-to-one match of up to 5% after two years of employment.
- Extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

Please apply by sending your resume and cover letter by March 28th through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls please.

