



DESCHUTES RIVER  
CONSERVANCY

## Office Manager

**Title:** Office Manager

**Reports To:** Finance Director and Development Director

**Salary Range:** \$45,000 full-time; part-time negotiable with pro-rated salary; includes competitive benefits package

**Location:** Bend, OR

The Deschutes River Conservancy seeks an Office Manager to join our dynamic team in restoring streamflow and improving water quality in the Deschutes Basin.

### WHO WE ARE

The Deschutes River Conservancy (DRC), based in Bend, Oregon, is a 501(c) (3) non-profit organization founded in 1996 to restore streamflows and improve water quality in the Deschutes Basin. We bring together tribal, irrigation, environmental, hydropower, and federal, state, and local government interests to accomplish our mission through financing and implementation of voluntary ecosystem restoration projects.

Three major program areas provide focus to our work:

- Irrigation Infrastructure Improvements: The DRC facilitates water conservation projects that restore streamflows and improve water quality.
- Voluntary Market-Based Transactions: The DRC integrates technical support, innovation, program design, financing, and project execution to implement voluntary market-based transactions to restore streamflows.
- Basin-wide Water Management Planning.

We are governed by a 15-person board of directors and managed by a full-time Executive Director with 10 employees. The DRC has a \$2.1 million annual budget.

### WHAT WE VALUE

We are an innovative, consensus-based, and highly collaborative organization. We proactively seek new solutions for solving old problems. We don't engage in litigation, preferring instead to leverage partners' strengths to get the watershed-scale outcomes we seek. And we live the values of justice, equity, diversity, and inclusion. Our full Mission, Vision, and Values can be found here: (<https://www.deschutesriver.org/about-us/mission-and-vision/>).

We honor the native people who have called this region home for thousands of years. We join them in stewardship of our rivers for the next seven generations.

## **WHO YOU ARE**

You are someone who can:

- Proactively seek out and implement solutions to ensure an optimal working environment for all employees
- Work both independently and in a team to facilitate positive collaborative working relationships
- Set goals, resolve problems, and implement plans that are in the best interest of the organization
- Manage all aspects of the office and facilities
- Provide administrative and technical support to all employees
- Communicate clearly and effectively
- Represent the Deschutes River Conservancy to all visitors, donors, and external partners
- Maintain a high level of motivation and a positive attitude

## **WHAT YOU WILL BE DOING**

The Office Manager is responsible for providing general office and administrative support for the organization. While the Office Manager works with the entire staff, this position works most closely with the Finance Director particularly in respect to bookkeeping, financial accountability, technical support (IT), administrative assistance, and office management. This is an in-person position that requires the employee to work in the office every day.

### **Office Management (~20%)**

- Greet visitors and answer phones
- Manage all aspects of the office including working with contractors (maintenance, janitorial services, security, parking, landlord)
- Manage office phone system and voicemail
- Order and maintain office supplies for the organization
- Maintain all office equipment (e.g. copier)
- Prepare correspondence and mailings
- Check and distribute mail
- Receive and sign for all packages received and distribute as necessary
- Assist with travel reservations for all staff
- Research and facilitate procurement of new office equipment
- Maintain company vehicles (regular maintenance, registration, etc)
- Manage and maintain a clean and orderly office environment

### **Manage Systems and Technology (~15%)**

- Coordinate IT support with external IT Consultant
- Manage all systems used by employees including but not limited to Office 365 (Word, Excel, Outlook, PowerPoint), Salsa Donation Software, QuickBooks, Slack, and Zoom
- Provide training and assistance with systems and technology
- Research and facilitate procurement of new computers and accessories
- Manage Outlook calendars for shared office resources (company vehicles, conference room)
- Manage email accounts and group lists

### **Assistance with Accounting (~25%)**

- Process accounts payable and weekly bill payments
- Review bank statements and record related accounting transactions in QuickBooks
- Deposit and record checks received
- Maintain accounting files
- Annual 1099 filings
- Maintain vendor records
- Assist with financial statement audits as needed
- Assist the Finance Director as needed with accounting tasks

### **Administrative Assistance (~15%)**

- Prepare reports, memos, and other documents as requested
- Coordinate and schedule board meetings including agendas and meeting documents
- Take board meeting minutes
- Responsible for all board correspondence and record keeping
- Coordinate and schedule other meetings as needed
- Order and coordinate all meeting refreshments
- Assist with human resources (maintain employee files, schedule interviews, etc.)
- Assist the Executive Director as needed
- Other administrative duties as assigned

### **Development Assistance (~25%)**

- Data entry to Salsa software including donations, contact notes, and contact information
- Prepare and distribute donation acknowledgements
- Assist with monthly donation revenue reconciliation with accounting department
- Assist with planning and facilitation of events
- Assist the Development Director as needed

### **HOW TO APPLY**

Please send a resume and cover letter to [search@deschutesriver.org](mailto:search@deschutesriver.org) by **June 24<sup>th</sup>**. In your cover letter, please explain why you are interested in this position and what skills you will bring to enrich a dynamic office environment.

This is a full-time, exempt position. Benefits include a group medical and dental insurance policy, access to a retirement plan with an employer contribution, and a competitive personal paid-time-off policy. The DRC supports continuing education opportunities for all staff.

DRC is actively working to diversify its staff and encourages applications from people of all races, ages, gender identities, sexual orientations, religions, beliefs, national origins, or abilities.