



WASHINGTON WATER TRUST Position Description

Title:	Administrative Associate
Supervisor:	Executive Director
Location:	Seattle, Washington
Position Category:	Part-time, exempt (24-32 hours)

Washington Water Trust (WWT) is a nonprofit organization working statewide to preserve and restore rivers and streams throughout Washington. We specialize in navigating the intricacies of water rights and water law consulting with agricultural producers, tribes, conservation districts, land trusts, and state and federal agencies, to gain perspective, knowledge and opportunities for successful collaboration. Through partnerships using market-based approaches we develop water management alternatives that produce environmental, economic and social benefits for Washington state.

Position Summary

WWT seeks an Administrative Associate to join a talented, fun and energetic project team of five with over four decades of experience in the conservation field of river restoration. The Administrative Associate carries out Washington Water Trust core workplace services. This work falls into four broad categories: 1) office management; 2) bookkeeping; 3) technology 4) contracts/grant management. Contracts and grants administration duties include assisting the executive director with researching grant opportunities, developing proposals and documenting all stages of the process; monitoring contract activities and invoicing monthly. Technology responsibilities range from computer systems to copiers, and include improvements/upgrades, training other staff, website maintenance and ongoing research into new technological solutions. Bookkeeping duties include basic bookkeeping and contact with our CPA. Office management includes office maintenance and contracts, mail handling, supplies, and providing general support to other staff and the board members.

Specific Duties

Administrative:

As part of a fast-paced office environment, works in the Seattle office with other team members to create a vibrant, efficient and effective workplace, based on mutual respect and clear communication.

- Creates and supports knowledge management systems of the water trust, including internal communications, hard copy, electronic and other media management and knowledge distribution
- Coordinates general office operations, including reception, telephones, mail, supplies, and meeting arrangements, point of contact with landlord's office
- Tracks personnel vacation and expenses, maintains accurate administration files (electronic and paper)
- Provides administrative support to other staff and board members
- Staffs convening meetings with board and partners as needed

Financial:

- Pays bills, enters and maintains accurate and timely financial records, prepares financial reports for internal use and provides assistance to the water trust's accountant
- Reconciles checking and savings accounts with monthly statements
- Maintains appropriate records and works with outside accountants in preparation and completion of annual financial review and Form 990

Contract and Grants Administration:

Responsible for administrative support of the grant development process, from initial system, procedures, and document creation, to tracking and file maintenance. Coordinates with, and provides assistance to, all other staff and board members as applications are developed, submitted.

- Designs, documents, tracks and communicates funding proposal deadlines,
- Proposes general grant inquiries by telephone, letter, and email;
- Prepares draft letters of inquiry and grant applications; gathers required organizational information for final submission
- Maintains the accuracy and integrity of the fundraising database and paper files
- Serves as technical resource for other staff on all grant documentation policies and procedures
- Ensures compliance with all internal requirements as well as IRS rules and regulations for funding proposals
- Communicates effectively with water trust staff to provide technical support on the use of the grants tracking system and other related funding documentation issues
- Collaborates closely and effectively with the Executive Director, staff and supports program area research
- Assists with preparation of reports for board meeting and presentations
- Keeps abreast of best practices and legal requirements, participates in appropriate fundraising networks

Technology:

Ensures technology plays a vital and leading role in the water trust's communications, operations, knowledge management and fundraising.

- Ensures water trust hardware, software and supporting systems are highly functioning, reliable and accessible
- Manages computer system maintenance, including acting as liaison with support contractors
- Stays sufficiently informed of best practices and new software to ensure that all systems are the optimum fit for foundation purposes, and upgraded when appropriate
- Trains and supports staff and board members in use of all systems and equipment, including hardware, applications software, phones, copier, etc.
- Researches and evaluates software and other technical tools that may be used for nonprofit capacity building
- Maintains website and ensures current updates as directed

Knowledge, Skills and Experience

Washington Water Trust deeply values relationships, particularly those with our partners and the nonprofit sector. As the Administrative Associate is frequently the first line of contact with these allies, this position requires a demeanor of patience, grace and respect, as well as the ability to maintain strict confidentiality. The Administrative Associate works closely with the Executive Director to ensure a smoothly operating, pleasurable workplace and may take on administrative projects as needed. The Administrative Associate is part of a team of professionals working together to meet the water trust's mission.

This position works closely with the water trust's staff. To perform this job requires a focus on detail, an ability to master technology and to train others in its use, and an ability to work with program staff to ensure that our program work is conducted accurately and efficiently.

- Strong organizational and communication skills
- Ability to work on multiple tasks simultaneously and to prioritize and follow up on urgent matters in a timely manner
- Excellent analytical skills. Accuracy and attention to detail are essential.
- Excellent knowledge and skills of computers and related business software applications (Word, Excel, PowerPoint). Familiarity with InDesign, PhotoShop a plus.
- Ability to work closely and effectively in a collaborative team, as well as work independently with minimal supervision
- Excellent proofreading and technical documentation skills
- Willingness to be flexible with working hours at occasional peak urgent workload periods

- Experience with fundraising and grant development is desirable, as is training in records and database management
- Demonstrated analytical and project planning skills

Salary and Benefits

This is a part-time (24-32 hours), exempt position, located in Seattle. Competitive salary based on experience with an excellent benefit package.

To Apply

Washington Water Trust is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. Submit a resume and cover letter as soon as possible to:
Susan Adams, Executive Director, 810 Third Avenue, Suite 180, Seattle, WA 98104
or email: susan@thewatertrust.org Position open until filled. Desired start date July, 2008.