



Alliance for Tompotika Conservation
Aliansi Konservasi Tompotika

Position Open:

Operations and Outreach Manager, Alliance for Tompotika Conservation

Open until filled, posted 28 May 2024

The Alliance for Tompotika Conservation ("ALTO") (www.tompotika.org) is a small international community-based conservation partnership dedicated to healing the broken relationship between humans and the rest of nature, starting in one very special place: the Tompotika peninsula of Sulawesi, Indonesia. ALTO runs field projects to protect threatened species and habitats; outreach projects to build long-term support for conservation; quality-of-life projects to promote the dignity and self-sufficiency of local communities; and research projects to strengthen scientific and traditional knowledge. ALTO has offices in the US and Sulawesi, with the US office taking the lead on organizational and financial matters, fundraising, and international communications.

ALTO's Operations and Outreach Manager will be responsible for ensuring that ALTO's US office and overall organizational functions are running smoothly. S/he will be very well organized, reliable, and attentive to detail, with excellent social skills and sensitivity to working cross-culturally and with people from diverse backgrounds. S/he will be skilled in managing systems and projects, and also a thoughtful and enthusiastic communicator, advocating for ALTO's work within and beyond the 14 countries where we currently have supporters. The Operations and Outreach Manager will work both independently and as part of a small team. A successful team member will have the opportunity to advance.

This position will be based at ALTO's US office on Vashon Island, Washington, outside of Seattle. Though much of the work can be done from home, in-person attendance at the ALTO office on Vashon Island will be required at least 2-3 days a week, sometimes more. Candidates based outside the greater Seattle-Tacoma area will not be considered.

Qualifications

The following attributes are required:

- College degree (BA/BS or equivalent)
- Outstanding communication skills in English (written, verbal)
- Comfort and proficiency in working with numbers, including ability to perform basic analyses using Excel
- Proficiency with Microsoft Office and database management, including Word, Excel, and PowerPoint. Familiarity with Quickbooks, InDesign, FileMaker, and/or Photoshop a plus.
- Ability to track and meet deadlines, attend to detail, and "get it right."

- Ability both to take initiative and work independently, and to be a team player, consulting with and taking instruction from others.
- High personal integrity, flexibility, and emotional intelligence.
- Ability and willingness to learn new skills

The following attributes will strengthen your application:

- Knowledge or experience working with non-profit organizations and/or fundraising
- Knowledge or experience with conservation and/or a related scientific field
- Knowledge or experience living or working internationally, particularly in Indonesia
- Website design and maintenance skills
- Design skills, such as drawing, graphics, layout
- Bookkeeping skills
- GIS
- Statistics and data analysis (using R)

Duties:

- Manage donations: process gifts, update and maintain donor database, analyze results
- Prepare grant budgets and reports
- Manage organizational matters: registrations, insurance, procurement
- Manage payroll
- Create and send communications: compose letters and e-mails, select photos, design layouts, send mass e-mails
- Organizational development and outreach: writing and reporting on grants, communicating with donors, designing and executing fundraising projects and events, new donor search
- A wide variety of special projects as assigned.

Contract Details:

- This is a salaried, exempt position; 25-40 hrs/week, depending on skills and abilities, with some flexibility. Must attend in person on Vashon Island minimum 2 days/week.
- \$28-\$32/hr depending on qualifications.
- Benefits include medical and dental insurance, retirement contributions, and paid time off starting at 12 days/year plus federal holidays.

To apply, e-mail to info@tompotika.org:

- CV/resume
- Cover letter
- Writing sample in English
- Handwriting sample
- 3 references