



Connecting people to the land since 1895

16 Meriden Road  
Rockfall  
Connecticut 06481-2961  
Tele: 860-346-TREE  
www.ctwoodlands.org

## CFPA OFFICE MANAGER: Full-time Job Opportunity

We encourage you to apply for this job opportunity if you're interested in working:

- At a positive, mission-focused, non-profit conservation organization;
- With a team dedicated to get people outdoors and conserve forests, parks, and trails; and
- As part of an organization dedicated to diversity, equity and inclusion.

The Connecticut Forest & Park Association (CFPA) seeks a full-time Office Manager to support the key administrative and financial functions of CFPA, and to ensure the maintenance and operations of the physical building and grounds at CFPA's headquarters at 16 Meriden Road in Rockfall/Middlefield.

CFPA is the first non-profit conservation organization in Connecticut, and has a mission to connect people to the land to protect forests, parks, Blue-Blazed Hiking Trails, and open spaces for future generations to enjoy.

### Primary Responsibilities

#### *Administrative/Financial*

- Support Donor Perfect, QuickBooks Online, and volunteer databases, facilitate check deposits, accounts payable, and contract bookkeeping services.
- Acknowledge gifts, assist with mailings, and manage data in donor database as needed.
- Fulfill orders of online merchandise, and monitor inventory of merchandise items.
- Generate reports and invoices to help fulfill certain grants or contract requirements.

#### *Office/Building*

- Oversee essential building functions, maintenance, and office supplies.
- Serve as primary greeter on phones and at CFPA headquarters.
- Manage use of CFPA's Community Room.
- Support volunteers working on CFPA building or grounds.

### Preferred Experience & Skills

- Proficiency with MS Office Suite (Excel, Word, Outlook, etc.)
- Comfort working with databases, especially QuickBooks Online + DonorPerfect or similar
- Strong organizational skills and ability to multi-task effectively
- Friendly, positive attitude and courteous personal communications
- Ability to work as part of a team as well as independently
- Comfort working with a wide variety of supporters – members/donors, volunteers, visitors

### Salary & Benefits

This is a full-time, hourly position (35 hours/week) with generous health, dental, and 403b plan benefits provided by the employer. This position is non-exempt and eligible for overtime pay with occasional evening or weekend work, and performance bonuses. The starting salary range is \$38,000 – \$44,000. Under Connecticut law, we are not able to make an offer of employment outside the stated salary range; however, we are willing to be creative and flexible to accommodate the special job-related needs of applicants.

### **Commitment to Justice, Equity, Diversity & Inclusion**

CFPA does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, veteran status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Indeed, we have a responsibility to take actions to break down barriers that historically have excluded and impacted populations because of their race, ethnicity, sexual orientation, gender identity, language, religion, disability, socio-economic backgrounds, or other reasons.

### **To Apply:**

Please provide the following in one .pdf document addressed to the attention of CFPA's Executive Director, Eric Hammerling via [ehammerling@ctwoodlands.org](mailto:ehammerling@ctwoodlands.org). No phone calls, please.

1. Cover letter;
2. Resume showing relevant experience and skills; and
3. Three (3) professional references.