



Administrative Director

ABOUT BCLT

The Bolinas Community Land Trust exists to help sustain and support the health and well-being of the communities of Bolinas and Stinson Beach through the creation, preservation, and stewardship of long-term affordable housing. To learn more visit: <https://www.bolinaslandtrust.org/>

POSITION DESCRIPTION

The Administrative Director will report to the Executive Director and serve as part of the leadership team of the BCLT. They will be responsible for the administrative, operational, and finance functions required to advance the organization's mission. They will possess excellent interpersonal and multidisciplinary project management skills. They must demonstrate an ability to work effectively in collaboration with diverse groups of people, including the BCLT Staff and Board of Directors. Their primary role will be to help the organization achieve its mission by ensuring it adheres to and develops processes and procedures that support long-term financial and operational stability.

REQUIREMENTS

- Bachelor's degree or equivalent work experience; Master's degree welcome
- 5-10 years of nonprofit, business, or related program, project, or operations management experience
- Proven ability to solve problems creatively, focus expertly, and manage competing priorities
- Excellent analytical, organizational, and record keeping skills
- Highly organized, detailed oriented, able to differentiate urgent and important tasks
- Strong interpersonal skills
- Excellent communication skills (one on one, within a group and written)
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Finance, Project Management, Human Resources, and/or Office Management experience
- Experience with database management, Excel and/or Quickbooks, Microsoft and Google tools
- Growth mindset and commitment to continuous learning
- Commitment to help advance diversity, equity, inclusion, justice, and belonging; for more information visit: <https://westmarinfund.org/joint-equity-statement/>

COMPENSATION

- Full-time at 32- to 40-hours / week at a competitive salary
- Remote work possible; minimum of 15-hours in Bolinas office Tue-Thu is required
- Holiday, vacation, sick paid time off plus a health stipend

TO APPLY

- Email your resume and cover letter to info@bolinaslandtrust.org by December 1, 2023
- Subject line: Administrative Director Position