Westchester Land Trust

TITLE:	Administrative Specialist	**POSITION TYPE:**	Full-time and Non-Exempt (40 hours/week)
LOCATION:	Bedford Hills, New York Office-based position with limited hybrid opportunities.	**REPORTING TO:**	Senior Manager of Philanthropy

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BACKGROUND and OVERVIEW:

Westchester Land Trust (WLT) is a conservation organization dedicated to preserving and restoring natural landscapes to benefit the communities we serve. We work with public and private partners to protect land in perpetuity in Westchester and eastern Putnam counties—a densely populated region under persistent threat from the pressures of development. WLT has protected more than 9,600 acres of land since our founding in 1988. We work across urban, suburban, and exurban landscapes to promote environmental stewardship, land preservation, and connections to nature. More than 1,360 acres of land are owned by the organization across a network of 34 nature preserves. Twelve nature preserves are open to the public, two are in the process of being readied for public access, and the remainder are closed to protect wildlife habitat.

WLT is committed to fostering a diverse, inclusive, and equitable culture while expanding the impact of our programs. We are dedicated to continued listening, learning, and growth and are adjusting our organizational systems, structures, and policies to increase equity, address opportunities for growth, and expand the spaces in our organization for those who have not been historically included. WLT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Diverse candidates and candidates with nontraditional backgrounds are encouraged to apply.

The Administrative Specialist (the Specialist) provides essential fundraising, communication, and organizational support to ensure the efficient operation of Westchester Land Trust.

Working collaboratively with staff, supporters, and community partners, the Administrative Specialist helps maintain strong internal systems while supporting the organization's fundraising goals.

The ideal candidate is highly organized, detail-oriented, personable, and comfortable managing multiple priorities. Applicants should thrive in a fast-paced, dynamic nonprofit environment and effectively collaborate across departments.

KEY RESPONSIBILITIES:

Time percentages are estimates over the course of a year, and may fluctuate.

FUNDRAISING SUPPORT (50%)

- Assist with the preparation and distribution of fundraising appeal mailings, print and digital newsletters, and donor communications.
- Support fundraising events, including the production of invitations, registration, logistics, vendor coordination, auction and day-of fundraising efforts, and follow-up communications with donors and committees.
- Prepare and distribute supporter welcome packets, acknowledgment mailings, and other engagement materials.
- Work with WLT's Board and Advisory Board members to broaden and improve their ambassadorship and cultivation.
- Assist with donor meeting preparation, materials, and follow-up tracking.
- Support the ongoing updates to and assessment of donor database, event and fundraising reports, and progress toward KPIs.

ORGANIZATIONAL SUPPORT (50%)

- Serve as the primary administrative support staff for day-to-day office operations, including coordination of office supplies, infrastructure, and workspaces.
- Support board and committee administration, including meeting scheduling, preparation of leadership materials and online portal, IT support for leadership meetings, etc.
- Support staff meetings and other staff outings.
- Assist with human resources, including the recruitment of new staff and distribution of employment opportunities, corresponding with applicants, scheduling interviews, and onboarding new hires.
- Manage all general inquiries to the organization.
- Support Sugar Hill Farm maintenance and management plans and schedules.
- Help prepare and distribute organizational communications.
- Support routine website updates, social media and e-news scheduling/posting, and basic graphics production.
- Other duties as assigned.

REQUIRED SKILLS:

- 1–3 years of administrative or fundraising experience.
- Ability to be flexible and prioritize tasks.
- Deadline-oriented with strong organizational and interpersonal skills and the capacity to sequence and manage multiple projects simultaneously.
- Occasional evening and weekend hours required.

PREFERRED QUALIFICATIONS:

- Experience working with nonprofit organizations.

- Interest in fundraising, communications, and general nonprofit management.

PERSONAL ATTRIBUTES:

- Passionate about conservation.
- Strong interpersonal skills.
- A strategic thinker who is flexible and intuitive.
- A sense of humor.

WLT is committed to cultivating a staff that is representative of the communities we serve. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you're the right person for this job, we encourage you to apply.

SALARY and BENEFITS:

Compensation for specialist positions at Westchester Land Trust ranges from $58,000–$64,000, based on experience. Competitive benefit package includes health insurance, retirement plan/employer match, 12 paid holidays, and generous PTO.

TO APPLY:

Send resume and cover letter to info@westchesterlandtrust.org.

No phone calls or follow-up emails, please. Applicants will receive a notification to confirm receipt of their application. Notifications will be sent on a weekly basis. Successful candidates will be invited for an interview. Applications without a cover letter **will not be reviewed**. Applications will be accepted until the position is filled.

Include your response to this question in your cover letter: What interests you most about this opportunity and what part of the job will challenge you the most?

Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable laws in all our hiring and employment practices.