



Administrative Manager Job Description

Job Title: Administrative Manager
Employment Type: Full-time, Exempt
Location: Hybrid-remote in Seattle, WA
Reports To: Executive Director
Salary Range: \$55,000 to \$70,000

About City Forest Credits

City Forest Credits (CFC) is a 501(c)(3) national nonprofit carbon registry that seeks to make American cities greener, healthier, and more equitable. We are engaged in the exciting and challenging work of registering trees in cities across the U.S. to produce urban forest carbon credits. We offer two important tools to contribute to local climate action and enrich our communities. We issue verified carbon offsets for urban forest projects, and we certify tree planting projects with reportable health, equity, and environmental impacts.

With rapid urbanization of the country, growth and development of our cities are causing tree loss every year. Public funding for urban forestry is falling far short as cities struggle with pressing human needs, and trees are inequitably distributed across neighborhoods. Since 2015, our work enables nonprofits and government entities that lead tree planting and preservation projects to earn and sell carbon credits in the voluntary carbon market, thus generating a new and much-needed revenue source to support the health and well-being of people and the environment.

The CFC values are:

- Innovation – we create new financing pathways
- Integrity – we are credible and trustworthy
- Connection – we unite communities, trees, and funding
- Science-based – we employ technical data from subject matter experts
- Ambition – we think boldly and act directly to drive change

For more information about us, please visit www.cityforestcredits.org.

Opportunity

CFC seeks an organized, diligent, and detail-oriented person to fill the critical role of handling the daily support, operations and administration of our organization. The primary goal for this position is to coordinate and continue to build and improve the processes, structures, and systems that provide the backbone of our work. This position offers an opportunity to join an organization that is leading the integration of urban forest carbon credits as a new way to pay for city forests across the country. The Administrative Manager will have a chance to shape and improve the systems and processes used by

CFC to create a more efficient, effective, and sophisticated organization. A typical day in this role may include reviewing administrative procedures, troubleshooting software issues for a teammate, reviewing upcoming grant funding deadlines, crafting an outline for a PowerPoint presentation for the Executive Director, and corresponding with the Bookkeeper.

The CFC team is small but mighty, with four people and one additional position to be hired in early 2023. We have a hybrid-remote business, with three team members that live in Seattle, WA and one team member who lives in Minneapolis, MN. The Seattle team members meet at least once a week in person at the CFC office. CFC has an external bookkeeper that is responsible for payables, receivables, payroll, and employee reimbursements.

Responsibilities

- Organize, coordinate, and implement administrative procedures and systems. Streamline and improve operations processes as needed.
- Manage cloud-based file system (Dropbox)
- Serve as main point of contact with bookkeeper. Work with bookkeeper to maintain processes for payroll, benefits, invoicing, and basic support
- Support IT functions for a hybrid-remote office including hardware, software, phones, website domain and external contractor relationships
- Manage tracking and compliance of grant and foundation funds, including deadlines for proposals and reports. Assist team in assembling and submitting grant proposals and reports.
- File annual license, vendor, software, insurance, and other renewals
- Manage human resources, including benefits, hiring process, onboarding and offboarding, compliance with employee handbook and all policies, and team development
- Assist team with project and revenue projections by providing Excel spreadsheets and other tracking tools, creating PowerPoints or presentation materials for conferences and webinars, and assembling PDFs
- Assist Executive Director with Board of Director meetings
- Assist Executive Director with special projects, including research
- Assist team in management of Registry carbon credit database
- Manage office needs including checking and processing mail weekly and ordering office supplies as needed, including purchasing of computers, phones, IT equipment, and other required team materials

Skill Set

- At least five years' experience handling and managing administrative functions involving documents and processes
- Experience handling a wide range of office duties and support-related tasks
- Basic knowledge of organizational effectiveness and operations management
- Proficient in Adobe and Microsoft Office, including Outlook, Word, PowerPoint, and Excel (basic/intermediate familiarity, not advanced)
- Technical savvy including working knowledge of Zoom, Slack, Dropbox, databases (no design, development, or programming required), and website maintenance and back-end interfaces

- Self-directed with excellent problem-solving skills and the ability to execute tasks in an efficient and timely manner
- Demonstrated strong attention to detail and project management skills
- Excellent written and verbal communication skills, including interacting with external vendors and clients
- Cultural awareness and ability to work with clients from different backgrounds
- Display high degree of judgment, discretion, and confidentiality

Successful Candidates

- Will showcase superior organizational skills, thoughtful communication, working well autonomously, and satisfaction with establishing and managing various documents and processes
- Will deepen their knowledge through interactions with a dynamic, committed, and focused team of professionals
- Will be seen as a reliable and capable team member by peers and manager
- Will receive positive feedback from stakeholders regarding ability to collaborate and find practical solutions to challenges
- Will possess a curious mindset and approach to learning

Milestones

- Colleague Training and Support Time: 70% with Executive Director, 20% with Director and 10% with Program and Project Manager
- Within one month:
 - General CFC onboarding with Director and Executive Director
 - Review Employee Handbook for basic understanding of concepts and policies
 - Meet with Bookkeeper to learn about processes for payroll, benefits, and basic support
 - Meet with team to learn about upcoming organization deadlines and important projects over the next three months
 - Shadow Director on human resources and IT functions, as they arise
- Within three months:
 - Shadow Executive Director on managing the tracking and compliance of grant and foundation funds, including plan for deadlines for proposals and reports
 - Understand all administrative procedures and systems
 - Review and understand all external vendor relationships
 - Review and understand all human resources systems and responsibilities
 - Review and understand all IT functions
 - Manage daily office needs
- Within six months:
 - Manage cloud-based file system and plan future improvements
 - Manage daily office needs and support for team members

- Shadow Director on human resources and IT functions, begin managing components of both functions
- Work with Bookkeeper to maintain financial processes and procedures
- Manage tracking and compliance of grant and foundation funds
- Within one year:
 - Complete all functions in job description

Additional Requirements for Final Candidates

- Background check
- Proof of COVID-19 vaccinations (reasonable accommodations will be considered)

Hours and Work Environment

CFC values work-life balance and prioritizes and health and well-being of our team. Work hours are Monday through Friday, 40 hours per week. CFC employs a hybrid work environment with weekly in-person team meetings at the Seattle office and flexible remote work schedules. The Administrative Manager must be able to commute to the Seattle office at least once a week.

Compensation & Benefits

- Annual salary range is \$55,000 to \$70,000USD (monthly pay frequency)
- Salary increases and/or promotions based on outstanding performance
- Competitive Paid Time Off (PTO), 11 holidays, sabbatical, and other leave allowances
- Employer contributions to each employee's SIMPLE IRA retirement plan / up to 3%
- Health, dental, and vision insurance plan / 90% employer-funded
- Commuter benefits reimbursement of up to \$100 per month
- Funds to support professional development and job training resources

How to Apply

Resumes accepted through April 10, 2023. Please email cover letter (not to exceed one page) and resume (not to exceed two pages) to [hiring@cityforestcredits.org](mailto: hiring@cityforestcredits.org). Reference the job title in the subject line. Successful candidates will be contacted via email for an initial interview. Applications will be reviewed until the position is filled.

Equal Opportunity

City Forest Credits is an equal opportunity employer. We value diversity, including the diversity of thought and experience. We are committed to building an open and inclusive culture for all employees. We consider all applicants without regard to education, race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, skills, level of experience, or any other characteristic protected by applicable federal, state, and local law. We strongly encourage candidates of all backgrounds to apply.