



Job Opportunity: Operations & Development Assistant

Position Overview

The Operations & Development Assistant will provide administrative support to ensure the efficient operation of Orleans Conservation Trust and its fundraising activities. This position handles a wide range of duties, including responding to communications from the public, processing donations, assisting with financial reporting, and supporting staff and board members in fundraising efforts. The ideal candidate will be detail-oriented, organized, and proactive in supporting daily office functions and donor relations. The successful candidate will report to the Executive Director and will support staff and board members. The Operations & Development Assistant will work from OCT's office at 203 South Orleans Road, Orleans, MA 02653. This is a 20-30 hour/week hourly position, and the successful candidate must be able to work 3-5 days/wk.

Orleans Conservation Trust Background:

OCT is a private nonprofit land trust, founded in 1970. Our mission is to protect and restore natural lands — for people and wildlife, the health of our waters, and the character of our community. The Trust acquires and manages land to enhance habitat, provides opportunities for learning and for enjoying nature, promotes sound conservation practices, and works with landowners who wish to conserve property. We host frequent guided walks and other educational activities, and we maintain several trails and public access points on OCT properties.

Our ideal candidate will have:

- Passion for environmental protection
- At least two years of previous administrative experience, preferably in a small team setting
- Strong interpersonal skills and experience working with the public
- Strong written and verbal communication skills
- Proficiency with Microsoft Office (especially Word and Excel) and general office technology
- Familiarity with donor databases or customer relationship management (CRM) systems or aptitude to learn
- Excellent attention to detail and organizational skills
- Ability to prioritize tasks, work independently, and manage multiple responsibilities simultaneously.

Responsibilities include but are not limited to:

- **Office Operations:**
 - Process mail, answer phones and manage OCT's general email account
 - Manage mailings with direction from Executive Director and in coordination with other staff
 - Manage administration of OCT benefits
 - Take monthly board meeting minutes and maintain file of all board meeting minutes
 - Assist in preparation for Annual Meeting and monthly board meetings
 - Assist colleagues with meeting scheduling and preparation, and manage the OCT office calendar
 - Ensure efficient office operations (technology, supplies, storage, etc.)
 - Maintain policies, committee charters, contact information, and other organizational documents
 - Ensure filing of OCT's corporate records as needed

- **Donation and Financial Management:**
 - Process donations, and prepare and mail acknowledgement letters
 - Maintain the OCT donor database and prepare reports of donation activity
 - Process invoices and ensure timely payment to vendors
 - Assist OCT Treasurer with financial reporting and tracking
 - Prepare monthly coding of receipts and disbursements for bookkeeper
 - Maintain financial backup documents for audits and reporting
- **Development and Event Support:**
 - Assist with preparation and registration tracking for OCT-led events, and preparation for OCT's participation in community events
 - Improve OCT's knowledge of and connection to donors, using database analytics and public records to inform and support fundraising efforts and solicitations
- **Marketing Support:**
 - Maintain inventory of OCT marketing materials for public locations, restocking as necessary

Compensation: This position is classified as non-exempt under the federal Fair Labor Standards Act and applicable Massachusetts wage and hour laws. The position is compensated on an hourly basis commensurate with experience. OCT provides a generous benefits package, including vacation, personal, and sick time, retirement, and professional development.

To Apply: Submit a cover letter summarizing your relevant professional experience and a resume to oct@orleansconservationtrust.org with the subject "Operations & Development Assistant." Thank you for your interest!

Application review will begin on April 9, 2026, and the position will remain open until filled.

OCT is an Equal Opportunity Employer and strives to sustain and strengthen an inclusive and equitable working and learning environment for all staff, volunteers, and visitors. We embrace diversity as we believe exposure to a variety of perspectives enables us to confront and overcome the challenges of today's world.