



**Position Open:** Operations & Finance Manager  
**Classification:** Permanent, Full Time, Non-exempt  
**Reports to:** Executive Director  
**Location:** Greater Puget Sound area, Seattle, WA (remote work possible)  
**Pay range:** \$60,000-\$65,000/year with full benefits

## About Us

Washington Farmland Trust is a 501(c)(3) organization dedicated to sustaining a future for farming. Founded in 1999, we protect and steward threatened farmland across the state. We keep land in production by making it accessible to a new generation of farmers.

## Where You Come In

The Operations Manager will join the organization at a critical inflection point as our organization pursues deep, internal transformation to foster an inclusive organizational culture and demonstrate lasting programmatic commitments to justice and equity in agricultural conservation and farmland access. The Operations Manager is a cross-functional role that helps sustain organizational operations to deliver on priority initiatives and key goals across the team. The Operations Manager will work closely with the Executive Director and Leadership Team and assist with various organization-wide needs, working to build and maintain organizational systems that help foster a healthy and interconnected workplace culture. We seek a [values-aligned](#) colleague who approaches this work with compassion, vulnerability, empathy, curiosity, and humility. Key areas of focus for this position include administration and office management, finance, and HR support. Because we are a small organization, the role will have significant growth, promotion, and leadership potential.

The Operations Manager's core responsibilities require managing relationships with internal and external stakeholders, including board volunteers and contractors. As such, applicants should demonstrate an ability to engage with people across a range of lived experiences, and a personal and professional ethos grounded in equity, inclusion, collaboration, and diplomacy. Washington Farmland Trust maintains a physical office space in the Capitol Hill neighborhood of Seattle at the [Bullitt Center](#), the greenest commercial building in the world. However, most staff are working remotely at time of hire. This position will be expected to spend some hours in the office each week.

## KEY RESPONSIBILITIES

### Finance Support

- Supports financial and budget reconciliation processes
- Play a critical support role to the ED and Accountant to maintain integrity in internal controls and financial systems.
- Support the Trust's accountant with monthly credit card reconciliation



- Provide support for grant tracking reconciliation from private foundations and public institutions

### **HR administration**

- Manage and administer the organization's benefits and insurance plans
- Serve as a resource for staff on questions regarding benefits and insurance
- Coordinate with the Trust's HR consultant to update policies, procedures, and/or the Employee Handbook as needed

### **Board of Directors Support**

- Lead the preparation for Board of Directors meetings, including calendaring, logistical support, packet compilation and delivery, note-taking, and management of follow-up items
- Compile and establish systems to organize WFT Board policies and other relevant materials
- Provide support with special Board meetings, retreats and Board/Staff gatherings
- Support Executive Director and Leadership Team during Board Committee meetings including scheduling, note taking, and management of follow-up items
- Coordinate the onboarding and offboarding of Board members

### **Administrative Coordination**

- Coordinate the onboarding and offboarding of staff members, working with the management team and hiring managers
- Support Executive Director and Associate Director to deliver key organizational priorities through operational efficiency
- Support all-staff initiatives including logistics and keeping an annual staff calendar of holidays, birthdays, celebrations, retreat schedules, meetings, and events
- Participate and contribute to the organizational initiatives to advance Diversity, Equity and Inclusion practices across the organization and in our programmatic work, including quarterly cross program planning retreats, rotating membership on WFT's Diversity, Equity, and Inclusion (DEI) Committee, and intersectional taskforces

### **Office, vendor, and IT management**

- Order and manage supplies, office materials, software and hardware equipment to support remote and in-office work
- Liaison between building management and co-tenants
- Coordinate with external vendors and contractors, including managing contracts and billing
- Serve as primary point of contact for in-office needs, including managing the office callbox, coordinating office space, and checking the PO Box and office mailbox regularly
- Coordinate with the Trust's IT consultant to ensure that the organization's hardware,



software and cloud-based servers are secure and working properly

### **Systems management**

- Develop and maintain system for tracking org-wide accounts, memberships and subscriptions
- Organize and manage the Trust's internal SharePoint server, Salesforce database, and other organizational systems
- Manage insurance plans and government accounts

### **Desired Qualifications**

- A deep and demonstrated commitment to building an inclusive and equitable workplace
- Ability to think at systems level: experience or enthusiasm for building and implementing operations, HR, and organizational systems at a nonprofit or small business.
- Highly organized, efficient, and able to juggle multiple projects while maintaining attention to detail.
- Demonstrated ability to communicate and work effectively with a broad and diverse range of stakeholders, including landowners, board members, volunteers, supporters, and donors of Washington Farmland Trust.
- Ability to work cross functionally and independently in a fast-paced, growing organization and navigate change.
- Strong computer proficiency and experience using Salesforce.

\*Some on-the-job training will be available and expected, therefore applicants with limited experience in the following should not hesitate to apply.

### **Additional Requirements**

- Willingness to work varied hours, including occasional evenings and weekends.
- Ability to travel to the Trust's physical office located in the Capitol Hill on a weekly basis

### **What It's Like to Work with Us**

We are proud to offer a generous [benefits package](#) to our employees. To keep yourself and your family healthy, and to provide a strong caring work culture, we provide comprehensive benefits including:

- Employer-sponsored medical, dental, and vision plan with optional coverage for domestic partner and/or dependents at additional cost.
- 36-hour work week



- Flexible Spending Account with pre-tax savings on eligible health, travel, and child care expenses.
- Paid vacation and sick leave
- Retirement plan with organizational contribution of 5% of salary.
- Access to Washington's Paid Family Medical Leave benefit.
- Professional development funds available to all employees.
- Monthly stipend for mobile phone and funds available for home office supplies.
- Patagonia Pro discount with 40% off select merchandise.
- [Outdoorly](#) discount

**Washington Farmland Trust is an Equal Opportunity Employer and is deeply committed to and investing in organizational transformation for diversity, equity, and inclusion.** Everyday, we work to address and confront the racism and bias that exist within ourselves, our workplace, our programs, and our field — striving to create a culture that is welcoming to all. To achieve true organizational transformation, we aim to:

- Create an inclusive workplace culture.
- Deliver our mission to more communities across Washington.
- Work everyday to dismantle the racism and white supremacy that has shaped our movement.

People of all ages, races, gender identities and sexual orientations are encouraged to apply. Equity is essential and a core part of who we are. We believe different voices, opinions, and lived experiences are central to achieving our mission, and that all people deserve equal access to land and farming.

### **To Apply**

We look forward to seeing your application. Please email resume and cover letter c/o Melissa Campbell at [apply@wafarmlandtrust.org](mailto:apply@wafarmlandtrust.org). In your cover letter, please be sure to describe:

1. How your professional and personal goals and experience align with the responsibilities of this position.
2. How you would draw on your lived experience and/or your commitments to diversity,



equity, and inclusion to expand the reach of the Trust's mission and impact and organizational systems.

Applications will be accepted until the position is filled. Applications will be reviewed on a rolling basis and we expect to begin interviews in late August. **The anticipated start date for this position will be late September**, but may be flexible as individual circumstances require. Please direct any inquiries via email to Executive Director Melissa Campbell at [mcampbell@wafarmlandtrust.org](mailto:mcampbell@wafarmlandtrust.org).