

## WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

**Position:** Operations Manager

**Classification:** Permanent, full time, non-exempt

**Reports To:** Associate Director

**Location:** Greater Puget Sound area, Seattle, WA (remote work possible)

**Salary Range:** \$60,000-\$65,000/year with full benefits

## About Washington Farmland Trust

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

At Washington Farmland Trust, [our values](#) guide everything we do. We encourage all applicants to learn more about our programs and strategies at [wafarmlandtrust.org](http://wafarmlandtrust.org).

## About the Position

The Operations Manager is a cross-functional role that helps sustain organizational operations to deliver on priority initiatives and key goals across the Washington Farmland Trust team, with a focus on supporting employee well-being, program administration, human resources, IT services, and the Board of Directors. The Operations Manager will work closely with the Associate Director, Executive Director and the Director of Staff Learning and Engagement to assist with various organization-wide needs, working to build and maintain organizational systems that help foster a healthy and interconnected workplace culture.



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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'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](#). However, most staff are working remotely at time of hire. This position will be expected to spend some hours in the office each week.

## Essential Duties & Responsibilities

### HR and Benefits 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 and Engagement and Learning Director to update and implement policies, procedures, and/or the Employee Handbook as needed
- Coordinates the onboarding and offboarding of staff members, working with the supervisors team and hiring managers
- Supports Executive Director in review and approval of payroll and timesheet entries

### Board of Directors Support



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- 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 including preparing welcome and thank you gifts, providing relevant background materials and assignment of board committees
- Providing administrative support to the board Executive Committee including tracking board term membership, terms, and committee assignments

### **Administrative Coordination**

- Support Executive Director and Associate Director to deliver key organizational priorities through operational efficiency.
- Support all-staff initiatives including logistics and managing the organizational calendar, the annual staff calendar of holidays, birthdays, celebrations, retreat schedules, meetings, and events
- Leads organizational credit card reconciliation process in partnership with the contract accountant.
- Support program leads in public grant invoicing and time tracking, as needed.
- Checks, opens and routes office mail to relevant staff and contractors
- Serves as the first point of contact for incoming calls and inquiries, monitors inboxes and the building call box
- Participate and contribute to the organizational initiatives to advance Diversity, Equity and Inclusion practices across the organization and in our



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programmatic work, including quarterly cross program planning retreats, rotating membership on WFT's Diversity, Equity, and Inclusion (DEI) Committee, and intersectional taskforces

- Serve as a core member of the Management Team alongside the Senior Community Engagement Manager and Staff Engagement & Learning Director to inform and support staff-focused projects and initiative

### 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
- 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 organizational insurance plans and government accounts
- Oversee processes to find areas of improvement

## Additional Requirements

- A deep and demonstrated commitment to building an inclusive and equitable workplace
- Ability to think at systems level: experience or enthusiasm for building and



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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.
- 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 (mileage to be reimbursed)

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

## Who You Are

You are detail oriented, can juggle multiple and competing priorities and enjoy working behind the scenes to get the job done. You are a [values-aligned](#) colleague who approaches their work with compassion, vulnerability, empathy, curiosity, and humility. Key areas of focus for this position include administration and office management, and HR support. Because we are a small organization, the role will have significant growth, potential.



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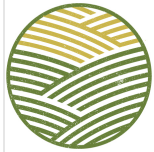
# Who We Are

## Washington Farmland Trust offers a generous benefits package:

- **Keep yourself and your family healthy.** Employer-sponsored medical, dental, and vision plan with optional coverage for domestic partner and/or dependents at additional cost
- **Save on expenses.** Flexible Spending Account with pre-tax savings on eligible health, travel, and child care expenses
- **Take time off.** Paid vacation and sick time, plus 11 paid Federal holidays and two flex holidays per year plus two, week-long office closures per year.
- **Find balance.** 36-hour work week
- **Save for your future.** Retirement plan, with organizational contribution of 5% of salary
- **Care for loved ones.** Access to Washington's Paid Family Medical Leave Benefit
- **Sharpen your skills.** Professional development funds are available for all employees
- **Improve your home office.** Monthly stipend for mobile phone and funds available for home office supplies
- **Support farmland in style.** Discount on gear from [Outdoorly](#)

## Our commitment to equity:

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



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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 every day to dismantle the racism and white supremacy that has shaped our movement.

People of all ages, races, gender identities, sexual orientations, and veteran statuses 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 Hilary Aten 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 early May. **The**



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**anticipated start date for this position will be June 5th** but may be flexible as individual circumstances require. Please direct any inquiries via email to Associate Director Hilary Aten at [haten@wafarmlandtrust.org](mailto:haten@wafarmlandtrust.org)