



Executive Assistant, Operations & Advancement

Full-time

About Crystal Cove Conservancy:

Crystal Cove Conservancy (The Conservancy) is the nonprofit public benefit organization dedicated to the protection, preservation, and sustainability of Crystal Cove State Park, located on the traditional and unceded lands of the Acjachemen and Tongva Tribal Nations.

Rooted in saving this rare piece of California's natural resources and cultural history, Crystal Cove Conservancy and California State Parks have worked together to develop a unique social enterprise model. Crystal Cove Conservancy, the contracted nonprofit partner to Crystal Cove State Park, and Crystal Cove Management Company (CCMC), a wholly owned subsidiary of Crystal Cove Conservancy and the contracted concessionaire to Crystal Cove State, work together to create equitable opportunities for access to the coast and coastal accommodations. The Conservancy and CCMC leverage revenues earned in the concession operations to further The Conservancy's primary mission to develop and implement innovative educational programs that engage K-12 students and community members in place-based conservation that restores and protects miles of precious California coastline and thousands of acres in the backcountry. By cultivating the next generation of scientists who will care for public lands and promote access for historically excluded communities, The Conservancy, with its for-profit partner, Crystal Cove Management Company, is working to ensure that Crystal Cove, and as importantly, places like it, are protected for generations to come.

Please visit our website at www.CrystalCove.org to learn more.

Job Summary:

The Operations and Advancement Executive Assistant plays a critical role in supporting the general operational priorities of the organization, assisting The Conservancy team, overseeing office management, managing the Advancement Customer Relationship Manager (CRM), and supporting marketing and development projects as needed.

Essential Duties & Responsibilities:

Operations

- + Support administrative needs of President/CEO and Executive Management team as required
- + Coordinate and support all communications and logistics related to The Board, board meetings, and committee meetings
- + Responsible for management of office organizational needs, including resources, vendors, technology, postal needs, & supplies
- + Primary point person for general tel/email correspondence

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Development/Marcom

- + Manager and admin of CCC CRM database and software (Training will be a must to be the go-to for all CRM/Development/reports/database maintenance/Communications software functionality needs and requests)
- + Manager and creator of lists from database for development and communication efforts
- + Support CEO and Chief Marketing Advancement Officer (CMAO) will collecting and reporting on KPIs and ROI for major initiatives
- + Assist CMAO and advancement department with appeal campaigns and other fundraising communications and strategies
- + Assisting with Grant research, preparation, scheduling
- + Provide logistical support for development activities and fundraising events (and other public programs) when “all hands-on deck” support is needed
- + Other duties as requested

Qualifications:

- + A Bachelor’s Degree or equivalent is desired
- + 3-5 years nonprofit experience
- + Exceptional organizational skills are a must
- + Strong written and verbal communication skills
- + Able to pinpoint problems AND suggest solutions
- + A entrepreneur work ethic and a desire to “get the job done”
- + Team-player who is collaborative, positive, and supportive
- + Ability to prioritize, multi-task, and follow through with minimal direction
- + Willingness to contribute ideas, even among senior staff and board members
- + Expertise using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- + Interest and commitment to enhancing the effectiveness of Crystal Cove Conservancy
- + Experience with CRM software (like Little Green Light, Salesforce.org, or Raiser’s Edge) a plus
- + Experience with marketing software (like Constant Contact) a plus
- + Some knowledge in IT, computer support, and operations, preferred

Status: Full-time, 40 hours per week.

Compensation: \$55,000 - \$65,000 a year

Reports to: President/CEO with dotted lines to CMAO and COO.

Location: Crystal Cove State Park Historic District with flexibility for remote work a portion of each week.

Physical Requirements:

Due to the location of The Conservancy and CCMC’s offices, this is a position that requires certain physical abilities. Special accommodations will be made if needed.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply.

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To apply, please submit a cover letter and resume to Charlie Van Vechten at charlie@crystalcove.org.