



Administrative Coordinator Job Description

About Desert Foothills Land Trust

Founded in 1991, Desert Foothills Land Trust (DFLT) is a nonprofit conservation organization dedicated to protecting the Sonoran Desert's most treasured landscapes for the benefit of wildlife and people. Working in partnership with landowners, communities, and public agencies, DFLT conserves important open spaces, wildlife habitat, water resources, and cultural landscapes throughout the Northern Maricopa County.

Our mission is to connect people with nature by conserving and stewarding the Sonoran Desert's unique lands and species. As a nationally accredited land trust, DFLT values collaboration, integrity, innovation, and a passion for conservation.

Position Summary

The Administrative Coordinator is a highly organized, detail-oriented professional who provides critical administrative support across the organization. This position serves as the operational backbone of DFLT by supporting donor stewardship, executive operations, the Town of Cave Creek 4,005-acre conservation initiative, office management, community events, and organizational communications.

This is a part-time position scheduled for 30 hours per week. The Administrative Coordinator plays a key role in supporting the organization's daily operations while ensuring excellent donor stewardship, executive support, and office administration. Responsibilities and priorities will vary throughout the year based on organizational needs, fundraising campaigns, Board activities, and special projects. The successful candidate is proactive, adaptable, highly organized, and enjoys working collaboratively in a mission-driven environment.

As a small nonprofit, every member of our team has the opportunity to make a meaningful impact. We value initiative, collaboration, and a willingness to learn, recognizing that priorities evolve throughout the year as we advance our conservation mission.

Key Responsibilities

- Donor Stewardship
 - Create and send donor acknowledgement letters.
 - Manage bulk mailings to donors and prospective donors.
 - Produce donor reports and mailing lists.
 - Prepare invitations and materials for donor events.
 - Maintain accurate donor records and assist with stewardship activities.



- **Strategic Initiative Support**
 - Provide administrative support for DFLT's strategic initiatives, including the Town of Cave Creek 4,005-acre conservation campaign.
 - Assist with meeting preparation, records, correspondence, and campaign materials as needed.
- **Executive & Administrative Support**
 - Assist in the preparation of Board and Committee meeting materials and meeting logistics.
 - Assist with organizational compliance, annual filings, accreditation documentation, and record management.
 - Organize and maintain electronic and physical organizational records and provide administrative support for special projects.
- **Office Management**
 - Maintain office supplies, equipment, and phone system.
 - Coordinate office maintenance, copier services, landlord communications, and IT support.
- **Event Support**
 - Prepare registration materials, participant lists, and event supplies.
 - Support staff during community events and educational programs.
 - Enter event participation and volunteer hour data.
 - Assist with hike registrations and participant communications.
 - Help ensure successful execution of public programs and outreach events.
- **Communications Support**
 - Monitor and triage organizational email accounts.
 - Provide administrative assistance with press releases, newsletters, and other communications as requested.

Qualifications

Required

- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Microsoft Office proficiency.
- Experience using databases or CRM systems.
- Ability to maintain confidentiality.
- Excellent customer service and interpersonal skills.
- Ability to work independently and collaboratively.



Preferred

- Experience working for a nonprofit organization.
- Experience supporting fundraising, Boards, or executive leadership.
- Familiarity with Little Green Light or another donor CRM.
- Interest in conservation, land protection, or environmental organizations.

Compensation

- Part-time position (30 hours per week)
- \$45,000–\$55,000 annually, depending on qualifications and experience.

Benefits

- Sick leave
- Flexible work schedule

Why Join DFLT?

DFLT offers meaningful work, opportunities to collaborate with conservation professionals, and professional growth through hands-on experience and training as organizational resources allow.

At Desert Foothills Land Trust, your work directly contributes to protecting wildlife habitat, preserving open space, safeguarding water resources, and ensuring future generations can experience the beauty of the Sonoran Desert. If you're passionate about conservation and enjoy supporting meaningful work behind the scenes, we'd love to hear from you.

How to Apply

Please submit the following materials:

- A cover letter describing your interest in the position and how your experience aligns with the role.
- A current résumé.

Application materials should be emailed to rkamakahi@dflt.org with the subject line "Administrative Coordinator Application."

Priority consideration will be given to applications received by **August 16**.



Equal Employment Opportunity

Desert Foothills Land Trust is an Equal Opportunity Employer and is committed to creating an inclusive workplace that values diversity of backgrounds, experiences, and perspectives. We consider all qualified applicants for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

We are dedicated to fostering a respectful and welcoming work environment where all employees have the opportunity to thrive while advancing our mission to conserve and steward the Sonoran Desert for future generations.