



## THE AMERICAN CHESTNUT FOUNDATION®

### **How to Apply**

Interested candidates must include an email address, and phone number, and should email their resume, cover letter, and professional references to [tacfjobs@acf.org](mailto:tacfjobs@acf.org). In addition, to be considered applicants must fill out a short skills survey, found here: <https://forms.office.com/r/gDK4pu0qfs>. No phone calls will be accepted. Application close date is **Friday, March 17, 2023**. We will acknowledge receipt of all applications.

### **About The American Chestnut Foundation**

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of 3 million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are employing traditional breeding and modern genomics to develop, and ultimately restore, American chestnut populations. TACF is primarily supported by private philanthropy and targeted research funding. TACF is dedicated to prioritizing a diverse and inclusive workplace and continually integrates Diversity, Equity, Inclusion, and Justice (**DEIJ**) into our corporate culture.

The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations, with disease-resistant trees growing stronger in each succeeding generation. TACF is restoring a growing legacy for decades and centuries to come.

*Our Mission is to return the iconic American chestnut to its native range*

*Our Vision is a robust eastern forest returned to its splendor*

*TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration*

### **Position: Web Administrator**

Full-time, permanent position with a robust benefits package working primarily remotely

**Position Location(s):** Asheville, NC

**Reporting to:** Chief Conservation Officer

**Salary Recruitment Range (DOE):** \$55,000 - \$75,000 annually – TACF is a living wage employer

The American Chestnut Foundation (TACF) seeks to hire an experienced, full-time Web Administrator with experience in WordPress, Microsoft 365, and SharePoint who will assist with creation and maintenance of internal and external websites plus donation and e-commerce applications and integrations to include basic performance metrics and security in collaboration with web developers and other staff. Reporting to TACF's Chief Conservation Officer, the ideal Web Administrator will manage web-related projects, relationships with TACF's website-related partners, and act as liaison for TACF 16 Chapter web administrators, providing training and ongoing support as needed. This position will also be responsible for managing devices, hardware, and software subscriptions for staff across the organization.

## **General Responsibilities**

Support TACF's nonprofit mission by managing websites, software subscriptions, and ancillary products and equipment

- Configure, customize, and maintain external WordPress website(s) in collaboration with web developers and branding partners
- Collaborate with TACF Communications team and Outreach Coordinator to help support and educate TACF Chapter web administrators
- Identify and analyze useful site performance metrics to report site usage data Create, implement and maintain basic SEO plan for WordPress website; ensure ADA compliance
- Customize and maintain fundraising and e-commerce applications and integrations to ensure functionality and continuity of branding with WordPress website
- Manage Microsoft 365 account subscription Manage projects and relationships with TACF's web developer, host, security and device repair partners
- Develop and maintain website, device, hardware, and software related procedures for national organization plus website-related educational materials and procedural documents for chapters
- Ensure PCI compliance for the organization
- Diagnose and resolve technical hardware and software issues as needed
- Make recommendations and implement new products, upgrades and other relevant improvements
- Demonstrate and promote TACF's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)
- Perform other duties as assigned

*This description is not designed to be a complete list of all duties and responsibilities required for this job*

## **Knowledge, Skills, Abilities**

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

- Strong communication and interpersonal skills, and the ability to build collaborative relationships with various and diverse stakeholders, including Board of Directors, chapter leadership, volunteers, the public, TACF staff and external contractors
- Ability to work independently, take initiative on, and manage new projects
- Efficient in an environment with evolving priorities
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest level of customer service
- Excellent communicator, with an ability to adapt and work with various audiences

## **Qualifications**

- Bachelor's degree preferred with 3-5 years of experience or an appropriate combination
- Must have at least two years of general experience in a website administration role that includes:
  - site organization; media management; basic website performance metrics, SEO, and security
- Must have at least two years of general experience managing Microsoft 365 subscription
- Required experience:
  - WordPress Administration and Plugins
    - Divi theme
  - Basic Java Script
  - Proficiency in full Microsoft 365 and Google Suite
  - PCI compliance
  - Customer service, teaching, and/or training experience
- Preferred skills:
  - Fundraising and/or e-commerce platforms
  - Photoshop
  - Nonprofit ADA compliance
  - Monday.com or similar project management programs
- Willingness to learn: Givecloud, SmugMug, and any other system that supports TACF's activities
- Willingness to work some weekends and travel as required
- Valid driving license and insurance

## **Benefits**

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service, to help your long-term financial plan grow quickly. In addition to at least twelve paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Professional development in the form of conferences, trainings, and staff retreats are offered occasionally and by request and with approval by your direct manager.

## **TACF's COVID Statement**

Out of an abundance of concern for our staff and the communities that we serve, TACF continues to closely monitor COVID 19 pandemic developments and adjust our actions according to CDC and statutory guidelines. As a science-based organization, we request all applicants be fully vaccinated for this disease unless there is a legal exemption.

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*TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Diversity, Equity, Justice, and Inclusion (DEIJ) ethic is a priority and is being continually integrated into TACF's corporate culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.*

*TACF is a certified living wage employer dedicated to a just and sustainable economy.*