



# THE AMERICAN CHESTNUT FOUNDATION®

## About TACF

Founded in 1983, The American Chestnut Foundation (TACF) is a nonprofit scientific research organization headquartered in Asheville, NC, with 16 volunteer state chapters and three regional science offices located in Charlottesville, VA, Burlington, VT, and State College, PA. We have planted and researched thousands of hybrid and wild-type American chestnut trees at our Meadowview Research Farms in SW Virginia, and through our work planted 500,000+ trees in over 500 orchards across the chestnut's native range.

TACF has more than 60 formal partnerships with academia, government agencies, and private landowners and is recognized as a lead organization for tree species restoration. 94% of our research and operations funding is through private philanthropic foundations and generous individuals dedicated to the restoration of the American chestnut to the Eastern U.S. forests.

***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: Office Administrator**

**Full-time permanent position with robust a benefits package with hybrid work schedule options**

**Position Location: TACF National Office, Asheville, North Carolina**

**Reporting to: Director of Operations**

**Salary Recruitment Range (DOE): \$42,000 - \$46,000 – TACF is a living wage employer**

The American Chestnut Foundation (TACF) seeks to hire a highly organized full-time Office Administrator. The Office Administrator is the face of TACF and the first point of contact for all visitors to the national office in Asheville. They will balance a variety of responsibilities and possess a high degree of flexibility, professional attitude, and take initiative. The ideal candidate will have an understanding of a nonprofit environment and a strong commitment to service.

## **TACF's COVID Statement:**

Due to the ongoing pandemic at the time of this job posting, TACF requires all employees to be fully vaccinated against the COVID-19 virus, unless a legal exemption applies. Dependent upon future interactions with the public or at professional meetings, mask-wearing may also be required.

## **General Responsibilities**

- Provide wide range of executive and development support to the President and CEO and other senior management (including scheduling and calendars, appointments, travel arrangements, and expenses)
- Supports the Director of Operations with the development, review, and implementation of national and remote office operational processes and procedures

- Answer phone calls, offering a high-level explanation of TACF's mission and work, promoting membership, and ensuring inquiries are forwarded to the proper foundation colleague and entered into the donor database
- Greet visitors to the office, offering a high-level explanation of TACF's mission and work, promoting membership, and ensuring guests are comfortable and connected with the correct foundation colleagues and entered into the donor database
- Assist Membership Department with merchandise and fundraising events
- Manage incoming and outgoing correspondence, including emails, faxes, mail, and packages
- Monitor, inventory, and order office supplies for Asheville and remote offices as required
- Curate and maintain a database of all vendors, account numbers, and contact information
- Submit work orders and schedule repairs for general office space and equipment
- Assist with meeting and special event coordination, planning, and reporting locally and regionally as required
- Practice and promote TACF's commitment to Justice, Equity, Diversity and Inclusion (JEDI)

*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 interpersonal skills and the ability to build collaborative relationships with stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Exemplary written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Ability to work independently and take initiative on 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

### **Qualifications**

- Bachelor's degree preferred and 2 years of experience or an appropriate combination
- Strong work ethic; experience supporting C-Level executives
- Strong organizational skills and detail-orientated with the ability to manage multiple projects efficiently and effectively
- Positive attitude and self-motivator
- Practice good judgment
- Ability to think strategically and identify ways to improve organizational efforts
- Comfort with full Microsoft 365 and Office Suite, (including Teams, SharePoint), and Google Suite
- Comfort with social media and other basic marketing platforms desired (including Doodle Poll, Survey Monkey, Constant Contact, or similar)
- Experience with conferencing platforms (including Zoom, Google Meet)
- Experience with CRM Systems desired
- Valid NC driving license and insurance
- Willingness to work some weekends and travel as required

## 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 thirteen paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

## Application Process

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) with the job title in the subject line. No phone calls will be accepted. **Application close date is Thursday, June 30, 2022.** We will acknowledge receipt of all applications.

*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 Justice, Equity, Diversity, and Inclusion (JEDI) 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.*