



Operations Manager

Nantucket Land & Water Council (NLWC)

About the Position

The Nantucket Land and Water Council is expanding our team and is looking for a highly organized person interested in joining a dynamic team committed to environmental advocacy.

Position Summary

The Operations Manager ensures the efficient day-to-day functioning of the organization and is responsible for all tasks related to managing the office environment. This position supports the Executive Director and works closely with the Director of Development, coordinating all operational and finance-related functions and maintaining the donor database.

Reports to: Executive Director, Emily Molden • Development Director, Michelle Whelan

Start Date: November 2025

Key Responsibilities

1A. Office Management and Support of the Executive Director

- Serve as primary point person, fielding inquiries and serving as first point of contact for NLWC.
- Provide administrative support to the Executive Director (scheduling, correspondence, travel, etc).
- Manage general office operations, supplies, and equipment.
- Maintain organizational calendar and deadlines.

1B. Finance & Administration

- Process invoices, reimbursements, and other financial transactions.
- Support the preparation of monthly/quarterly financial reports for the Executive Director and Board.
- Coordinate with external accountant/bookkeeper as needed.
- Provide grant administration /reporting support.

2. Development Support

- Process incoming donations and maintain accurate donor records in CRM/database.
- Generate donor acknowledgements and thank-you letters.
- Donor database maintenance and upkeep.
- Assist with sponsorship and pledge payment follow-up, donor stewardship, mailings, and fundraising reporting.

3. Board & Executive Support

- Prepare board packets, meeting logistics, and minutes.
- Manage Board materials and communications.
- Coordinate and support NLWC Associates.
- Serve as point of contact for vendors and contractors.
- Support HR-related tasks (timesheets, onboarding materials, staff records).

Qualifications

- Experienced office manager with financial acumen, preferably in a nonprofit or mission-driven setting.
- Bachelor's degree in nonprofit management, business administration, or related field (or equivalent experience) a plus.
- Proficiency in Spanish is preferred (other languages a plus).
- Strong attention to detail, accuracy, and organizational skills.
- Experience with donor databases/CRMs (e.g., Raiser's Edge, Salesforce, Little Green Light) preferred but not required
- Proficiency in Microsoft Office/Google Suite and comfort with financial software.
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal and communication skills.
- Proactive problem-solving skills.

To Apply

Email résumé and cover letter to search@nantucketlandwater.org.