



4022-A Hummer Road  
Annandale, Virginia 22003

**Open Position: Membership and Administrative Manager**

Northern Virginia Conservation Trust (NVCT) is seeking an energetic, full-time Membership and Administrative Manager to support the organization's efforts to grow, engage, and steward its community of members and supporters while managing daily general office operations in accordance with our mission and strategic plan. NVCT preserves urban, suburban, and rural lands and waters for habitat, recreation, and healthy communities through permanent protection of nature, active land stewardship, community engagement, and effective partnerships.

**General Position Description:**

The Membership and Administrative Manager sets the tone for the entire organization and is involved with all aspects of operations while executing strategies that strengthen member acquisition, retention, and loyalty. The candidate works closely with the development, communications, and program teams to create meaningful member experiences that advance NVCT's mission while providing administrative support to the Executive Director, Director of Philanthropy and other members of the Land Trust's board and staff. The Manager has regular and significant interaction with landowners, vendors, and donors.

This role is a great opportunity to experience the fields of environmental protection, nonprofit financial management, membership, fundraising, and organizational communications, all while having opportunities to be outside in nature. The position is **full-time** with an expectation of at least 3 days per week in the office in Annandale.

**Responsibilities:**

External Customer Service:

- The candidate will manage incoming calls and emails to NVCT and convey an enthusiasm for our mission, and a positive, friendly, can-do attitude while supporting and representing NVCT at community events. They will become familiar with our members, donors, board members, and the work of NVCT, as well as develop and maintain positive relationships with vendors necessary to support NVCT's print and media needs, IT, office supplies, printers, and other office equipment.

Financial Transaction Support:

- The candidate will receive mailed payments and invoices and prepare deposits and receipt of revenue from other sources such as wire transfers. They will work closely with external accountants to manage NVCT's day-to-day finances.

General Support:

- The candidate will collect, open and distribute office mail daily; order office supplies and anticipate staff needs; become familiar with the features and maintenance of office equipment; arrange meetings as requested, including room reservation and any food service needed; maintain administrative filing; actively participate in bi-monthly staff meetings to improve efficiency; be bold in suggesting and implementing (as approved) process improvements to streamline administrative work of the office and enhance the general public's experience when they contact NVCT; and other related duties necessary to ensure smooth running of office.

### Compliance:

- The candidate will work with the Executive Director and other relevant staff to ensure that the organization is up to date on its federal and state filing requirements, annual certifications, and audits.

### Event Support:

- The candidate will help staff outreach events in the community as well as provide support for special events including donor/volunteer appreciation events and other fundraising initiatives. These events sometimes fall during working hours, but often are on weekday evenings and weekends, so flexibility is needed.

### Membership Strategy & Program Management

- The candidate will implement annual membership growth and retention strategies as outlined in the five-year development plan as well as manage all aspects of the membership lifecycle, including recruitment, renewals, upgrades, and lapsed member outreach. This includes maintaining accurate membership data and segmentation within NVCT's CRM system, Little Green Light, and tracking key performance metrics by producing reports.

### Member Engagement & Stewardship

- The candidate will help design and execute member communication plans, coordinate and execute member appreciation initiatives, events, and thank-you communications while serving as the primary point of contact for member inquiries.

### Communications & Marketing

- The candidate will collaborate with communications staff on messaging and membership materials, help develop brochures, digital content, and social media messaging and support storytelling initiatives about conservation impact.

### Fundraising Integration

- The candidate will help align membership goals with fundraising strategies, support annual fundraising campaigns and donor stewardship, and identify members for potential higher giving levels.

### **Qualifications:**

- Bachelor's degree or equivalent experience.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Experience with CRM or donor management systems.
- Administrative support experience.
- Ability to manage multiple priorities and projects at once with strong attention to detail.
- Outgoing, professional and friendly personality with the ease to meet new people and quickly earn their confidence.
- Eagerness and ability to work with people from diverse backgrounds.
- Flexible self-starter who likes working with others and loves personal interaction.
- Passion for and commitment to diversity, equity, and inclusion in all aspects of life and specifically towards accessibility for all in outdoor spaces.
- Confidence to try new things, expand existing programs, and not be afraid to fail.
- Able to exercise good judgment, including discretion, when identifying and resolving problems.
- Strong candidates will ideally have a love of the outdoors and a passion for environmental conservation and have some experience in environmental nonprofit organizations, membership management, donor relations, marketing, digital design, and event planning.

## **Reports to: Director of Philanthropy**

### **Working Conditions:**

- Office based work with occasional driving to nearby vendors as needed.
- Opportunities for some remote work and flexibility depending on the situation.
- Minimal but occasional evening and weekend work expected.

### **Compensation and Benefits:**

- Full-time salary of \$55,000-\$60,000 per year.
- Health insurance with 100% employer coverage.
- Paid time off and holidays.
- Retirement plan with employer contributions.
- Travel reimbursements for work-related vehicle use.
- Professional development opportunities.
- Some hybrid work flexibility.

### **How to Apply:**

Submit resume and cover letter by March 20, 2026 to Alan Rowsome, Executive Director, at [jobs@nvct.org](mailto:jobs@nvct.org). Please put "Membership and Administrative Manager Application" in the subject line. No phone calls, please.

NVCT is an equal opportunity employer who welcomes candidates of all ages and backgrounds to apply for this position.

We are committed to Inclusion, Diversity, Equity, and Accessibility in all that we do. Just as biodiversity is the key to a thriving ecosystem, human diversity is the key to making a great organization. Our success depends on people from diverse backgrounds, cultures, ethnicities, identities, and races taking action collectively. Clean water, air, and a safe environment are our shared rights as human beings, and we strive to ensure that all residents of Northern Virginia have equitable access to the outdoors.