



Conservation Resource Alliance

Office and Data Manager

Job Description

The Conservation Resource Alliance (CRA) is seeking a motivated, detail-oriented individual to further CRA's mission of restoring and revitalizing rivers and habitats in northwest Michigan. The Office and Data Manager will ensure effective and efficient day-to-day operations and maintain the integrity of CRA's systems. Reporting to the Finance & Administration Director, this person will be responsible for office and data management, IT administration and human resources support. The ideal candidate will bring strong organizational, management, IT, and problem-solving skills; demonstrate a knack for improving processes and systems; and enjoy blending administrative responsibilities with mission-driven work.

PRIMARY JOB FUNCTIONS

Office Management/Administrative Tasks

- Manage vehicle maintenance, office equipment, supplies, and office organization
- Process incoming and outgoing mail including payments and receipts
- Manage general phone and email inquiries
- Maintain CRA shared calendars and email accounts
- Coordinate scheduling for board, staff and events
- Prepare for meetings including correspondence, printing, setup, minutes and follow-up
- Assist in fundraising activities like mailings and in-person events
- Assist with annual insurance and 990 review
- Prepare and submit yearly License to Solicit and Annual Report
- Provide administrative support to CRA team members

IT and Database Management

- Serve as liaison to the managed IT provider
- Manage Salesforce and SharePoint databases
- Input, create, manipulate and analyze data from Salesforce and other sources
- Assist and support project and task management through Monday.com

Human Resources Support

- Manage employee onboarding including:
 - Train new employees in CRA systems including Microsoft 365 and Salesforce
 - Review CRA's benefits, policies and procedures with new employees
 - Complete new employee paperwork
- Manage employee offboarding following prescribed procedures
- Manage health insurance and retirement benefit enrollments for new and existing employees
- Maintain employee training records

QUALIFICATIONS, KNOWLEDGE, AND SKILLS REQUIRED

- A bachelor's degree in business management, human resources, IT, communications, natural resources, or related field
- Three or more years of experience in operations, administration, or office management
- Excellent organizational and management skills with a high level of attention to detail
- Strong analytical and problem-solving skills
- Excellent interpersonal and communication skills in written and verbal formats
- Professional proficiency in Microsoft Office, Adobe Acrobat, and Zoom; experience using CRM systems such as Salesforce preferred
- Aptitude to learn new technology and applications
- Ability to work well independently and as part of a team
- Strong integrity, ethical and professional standards
- A passion for and commitment to CRA's mission, members and partners
- Must be able to pass a background check

WORK LOCATION AND SCHEDULE

This is a full-time in-person position based out of CRA's primary office located at 10850 E Traverse Hwy, Traverse City MI 49684. The successful candidate will follow a standard, yet flexible Monday through Friday schedule, with occasional evening and weekend work required. Limited travel within CRA's service area can be expected. Preferred start date is October 1, 2025.

COMPENSATION AND BENEFITS

CRA offers an industry-leading compensation and benefits package. The starting salary range is \$50,000 - \$60,000 and commensurate with qualifications, skills, and experience. CRA offers a full range of employee benefits including group health insurance, SIMPLE IRA with employer match, paid time off, 10 paid holidays, a Section 125 Flexible Spending Account plan (for insurance premiums, medical expense reimbursements, and dependent care reimbursements), and an incentive compensation plan.

EMPLOYMENT STATUS

This is a full-time, exempt position. Employment with the Conservation Resource Alliance is "at will," permitting either party to end employment at their discretion without notice.

TO APPLY

Apply online by September 18, 2025, [HERE](https://rivercare.org/employment/office-and-data-manager). (rivercare.org/employment/office-and-data-manager.)