



Position description

POSITION TITLE	Administration Manager
ROLE GRADE	Contractor
REMUNERATION	USD40 per hour. Expected max 80hrs (2 weeks per month) for first three months. Then 80hrs per month twice a year around Board meetings and events. Other months to be max 20hrs per month ongoing
COST CENTRE	Friends of the Australian Bush Heritage Fund
LOCATION	USA or Australia
DATE REVIEWED	April 2022
POSITION BASIS	Contractor

Introduction

Friends of the Australian Bush Heritage Fund (FOABHF) is a US-based non-profit organization dedicated to conserving Australia's biodiversity.

We help protect native Australian plants and animals on millions of hectares of Australia's most ecologically important landscapes. Supporting the acquisition and management of land of outstanding conservation value, and partnerships with Aboriginal groups and other private landowners.

To achieve our conservation goals, we work primarily with Bush Heritage Australia, an Australian non-profit conservation organization that buys and manages land to protect irreplaceable landscapes and magnificent native species forever.

Bush Heritage Australia buys land that has outstanding conservation values and reconnects fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 42 reserves. In addition, the organization partners with First Nations people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across almost 28 million acres, protecting more than 6700 native species and at least 226 endangered species.

Bush Heritage is proud to acknowledge the Traditional Owners of the places in which they live and work. The organization recognizes and respects the enduring relationship they have with their lands and water, and pays its respects to Elders, past and present.

President and the Board

FOABHF consists of a voluntary Board of eight highly skilled individuals with a passion for conservation and the unique landscapes, flora and fauna of Australia. Board members have deep expertise in conservation management, sustainability, research and business. Six of the current Board members are based in the USA and two in Australia. The structure within the Board consists of a President, Secretary and Treasurer.

Direction and guidance for this position

Reporting to the President this role is critical to the running of the organization, providing all administrative support to FOABHF and liaising with; donors, supporters, service providers, regulators in the USA, Bush Heritage Australia and other organizations that the FOABHF may determine to support.

As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of systems being managed including the development of new systems where required.

Position summary (background)

The Administration Manager will be responsible for managing all administration aspects of the Friends of the Australian Bush Heritage Fund.

Key responsibilities and duties

The primary responsibilities associated with the role include:

- Organizing/Writing Board meeting agendas, papers and minutes for Board meetings.
- Maintaining, improving and storing electronically all documentation needed for the efficient and effective management of FOABHF. This includes establishing and maintaining a portal to provide access to all documents.
- Maintaining Directors and Officers insurance, general liability insurance and any other insurance required.
- Completing and submitting all statutory filings.
- Transitioning the current FOABHF website to a new platform, updating all information on the website and maintaining it.
- Providing receipts to all donors in a timely manner.
- Managing all enquiries received by the FOABHF.
- Liaising with Bush Heritage Australia, and any other Australian conservation organization that are supported, to obtain information and updates needed by the FOABHF.
- Assisting the Treasurer in the efficient financial management of the organization including the preparation of accounts.
- Providing administration support to the President, Secretary and Treasurer as needed.
- Providing administration support for functions where the FOABHF are hosting.

Qualifications, skills and selection criteria (used to assess your application)**Essential**

1. Extensive experience in administration management including website management.
2. Demonstrated track record in developing and maintaining relationships.
3. Excellent interpersonal skills and written and verbal communication skills.
4. Well-developed organization and planning skills.
5. Demonstrated computer competency, ideally advanced skills in Microsoft Office 365 (including SharePoint, Word, Excel, Powerpoint and Power BI) and website management.
6. Demonstrated track record in managing senior executives who have substantial interaction with key external stakeholders including individuals, prominent Australians, businesses, government and non-governmental organizations.
7. High attention to detail including the ability to compile meeting minutes and documentation.

8. Ability to work both independently and as part of a team to achieve goals.

Key outcomes for the role

- Efficient management of all aspects of the FOABHF.
- All regulatory requirements and filings made on time.
- FOABHF Board are effectively supported.