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Program and Operations Manager, Idaho Coalition of Land Trusts

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About Us:

The Idaho Coalition of Land Trusts (ICOLT) is a nonprofit organization whose collaborative network of private land conservation organizations is dedicated to preserving Idaho's natural heritage through collaboration, education, and advocacy. Our member organizations work tirelessly on the ground to protect critical habitats, wildlife corridors, farms, ranches, and working forest lands throughout the state. We are committed to fostering cooperation, sharing resources, and advocating for policies that support land conservation efforts in Idaho.

Overview:

ICOLT is seeking a dedicated and organized Program and Operations Manager to oversee the Coalition's operations and member engagement. This part-time position serves as ICOLT's sole staff role and functions as the organization's central operational manager, responsible for managing the organization's operations, coalition engagement, contractor coordination, grant administration, and implementation of Board priorities. The Program and Operations Manager reports to the Board President and works closely with the Board of Directors but exercises independent judgment and discretion in planning, prioritizing, and executing day-to-day and seasonal work in alignment with Board direction and organizational goals.

This is an opportunity to play a leading role in advancing private lands conservation across Idaho. The Program and Operations Manager has a direct impact on the effectiveness of conservation organizations statewide, helping to strengthen collaboration, leverage resources, and advance shared priorities. This position is well suited for an experienced professional who is highly organized, self-directed, and capable of managing multiple workstreams in a small, evolving non-profit environment. This role requires the ability to independently assess needs, establish priorities, resolve operational challenges, and ensure that administrative, financial, and programmatic functions are executed effectively and in alignment with ICOLT's mission.

Compensation and Benefits:

This is a part-time exempt position, offering a competitive annual salary range of \$36,000–\$39,000, based on experience, with an expected schedule of approximately 20 hours per week and significant flexibility in work hours. The position does not come with benefits, though we are exploring options to provide this in the future.

We recognize that compensation is just one aspect of a fulfilling job. ICOLT is committed to helping you develop professionally, and the role is designed to evolve as you gain experience and expertise within the organization. We value employees who are motivated by growth and are willing to take initiative to enhance systems and structures. This role is ideal for someone who is passionate about voluntary land protection and eager to contribute to a small organization where their impact is directly felt.

With the right person, there is the potential to attain growth and funding to expand this position to full-time.

Key Responsibilities:

1. Administrative and Operational Support:

- Independently manage and oversee daily administrative tasks to ensure smooth and efficient functioning of the organization.
- Develop and maintain administrative systems, workflows, and records necessary for keeping the organization functioning.
- Oversee financial operations, including budget tracking, classifying financial transactions, expense reporting in coordination with contracted bookkeepers and accountants.
- Identify and resolve operational and administrative issues as they arise.
- Other administrative tasks as required for ICOLT business.

2. Board Governance Support:

- Manage board governance processes and ensure implementation of Board actions and organizational priorities.
- Prepare and organize materials that inform Board decision-making, including financial and administrative reports.
- Document Board actions, help assemble meeting materials, maintain up-to-date governance records, and assist with other Board-related administrative needs.
- Support Board member recruitment and onboarding and ensure all Board governance materials are current and accessible.
- Prepare progress reports on strategic initiatives, fundraising efforts, and contractor coordination as required.

3. Coalition Engagement and Communication:

- Foster collaboration and communication among member organizations, partners, and stakeholders to share information and resources and to amplify ICOLT's collective impact.
- Plan and execute logistics for ICOLT statewide member meetings (typically fall and spring).
- Serve as the point of contact for member organizations.
- Manage coalition communications strategy and execution across digital and member engagement platforms.
- Provide relevant and timely communications to Coalition members.

4. Support for Organizational Development:

- Assist in the development and implementation of strategic plans and priority actions as directed by the Board of Directors.
- Support fundraising efforts by identifying potential funding opportunities and assisting with grant applications and reports.
- Coordinate outreach efforts, including engagement and coalition-building activities.

5. Contractor Coordination and Grant Administration:

- Oversee contractor relationships, monitor performance, and ensure contractor work advances organizational goals and grant commitments.
- Serve as the primary liaison between contractors and the ICOLT Board, facilitating clear and effective communication and ensuring timely execution of contractual obligations.
- Track grant agreements and contracts to ensure timely reporting and budget compliance.

6. Policy Strategy and Support:

- Coordinate ICOLT Policy Committee meetings.
- Support coordination between ICOLT Board of Directors, members, and government relations contractor on policy priorities.
- Assist with activating membership as needed to defend against potentially damaging policy and/or support policy and funding that could advance our mission.
- Support planning and execution of advocacy and outreach events and related initiatives.

Ideal Candidate:

- Strong organizational skills and attention to detail.
- Experience in administrative and operational roles.
- Effective communication skills, both written and verbal.
- Ability to work independently and manage a variety of tasks.
- Proficiency in Microsoft Office and cloud-based file storage systems; capable of navigating and learning new programs for working with remote teams. Experience with QuickBooks is a plus.
- Passion for the mission of ICOLT and commitment to collaboration.
- A proactive mindset, someone who will seek opportunities to enhance the effectiveness and impact of the coalition's work. Demonstrated leadership and coalition building skills are a plus.

Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Demonstrated experience in operational or project management roles.
- Strong organizational and management skills.
- Excellent communication and relationship building skills.
- Ability to work independently, problem solve, and manage systems for a small non-profit.
- Knowledge of private lands conservation issues, policies, and practices is desirable, but not required.

Work Location:

This is a fully remote position, preferably located in the Boise area. While proximity to Boise is preferred, candidates from other locations within Idaho will also be considered.

Application Process:

To apply, please send a cover letter and resume to connect@idaholandtrusts.org with the subject line ***Program and Operations Manager application***. The position will be open until filled; applications will be reviewed as they are received. Initial applicant screening will begin in mid-July.

Inclusion Statement:

ICOLT is committed to fostering a diverse, equitable, and inclusive workplace where all voices are valued and respected. We believe diversity strengthens our organization and our ability to achieve our mission. We encourage candidates of all backgrounds and experiences to apply.