

Iroquois Valley Farmland REIT, PBC is a real estate investment company incorporated as a public benefit company. We are a small company of passionate people that provide secure land access to the next generation of organic and regenerative farmers across the U.S. Currently operating in 14 states, Iroquois Valley offers long-term leases and mortgage financing to 40 farm families on over 50 farm properties. Iroquois Valley is funded by socially responsible investors interested in directly supporting farmers growing good food.

Iroquois Valley Farmland REIT is currently searching for an Office Manager to join the team in Evanston, IL. Interested candidates should send a resume and brief cover letter to: recruiting@iroquoisvalleyfarms.com.

Position Overview

The Office Manager will keep our small company (under 10 employees) organized through maintaining and improving systems and processes for recordkeeping. This position will provide administrative support to the staff, manage the office needs and may handle basic bookkeeping responsibilities. Candidates who have strong organizational skills, are detailed-oriented and flexible will thrive in our rapidly growing entrepreneurial company.

Essential Functions

- Organize and maintain electronic and paper records
- Calendar management: scheduling meetings and conference calls
- Prepare materials for conferences and events; attending and tabling at local events, as needed
- Assist with event planning for company Annual Meeting and other events
- Collecting, scanning and distributing mail and other documents
- Data entry including mailing list and customer relationship management systems
- Making deposits at local bank and/or remotely
- Reception: answering phones and greeting at office
- Distributing correspondence to appropriate contact including farmers, investors, financial advisors and others
- Interfacing with staff: preparing and distributing materials, coordinating meetings, note-taking as needed
- Clean-up of current files and creation of new files systems
- Basic bookkeeping duties (willingness to be trained, if needed), including data entry and coding of transactions, A/R, A/P

Ideal Skills and Experience

- Highly organized, detail-oriented, and independently motivated.
- Working knowledge of Google Suite and Microsoft Office. Advanced knowledge of Word, Excel and PowerPoint a plus.
- Basic working knowledge of QuickBooks a plus.
- Comfortable communicating with farmers, investors, and financial advisors.
- Bachelor's degree preferred. Previous administrative experience a plus.
- Knowledge about and passion for our key focus areas preferred: organic & regenerative agriculture, farmland access, food systems, impact investing, etc.
- Ability to maintain high level of confidentiality.

Other Duties

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Web: www.iroquoisvalleyfarms.com

Iroquois Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status.