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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 15 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.

### **Position Overview**

The Office Manager will keep the company organized through maintaining and improving systems and processes for recordkeeping. The Office Manager will provide administrative support to the staff and manage the needs of the office.

### **Essential Functions**

- Provide administrative support to CEO and other staff, as requested.
- 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
- Collect, scan and distribute mail and other documents
- Data entry including mailing list and customer relationship management systems
- Make deposits at local bank and/or remotely
- Reception: answer phones and greet guests at office
- Distribute correspondence to appropriate contact including farmers, investors, financial advisors and others
- Interface with staff: preparing and distributing materials, coordinating meetings, note-taking as needed
- Clean-up current files and create new file systems
- Walk to FedEx, post office, etc. to pick up and drop off mail and packages

### **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.
- 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.

Iroquois Valley Farms 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.