

Indiana Executive Assistant & Trustee Liaison

Who We Are:

The mission of The Nature Conservancy (TNC) is to conserve the lands and waters upon which all life depends. As a science-based organization, we develop innovative, on-the-ground solutions to the world's toughest environmental challenges so that people and nature can thrive. Our work is guided by our values, which include a [commitment to diversity](#) and respect for people, communities, and cultures. From a rewarding mission to career development and flexible schedules, there are many reasons to love life #insideTNC. Want to know more? Check out our [TNC Talent playlist on YouTube](#) to hear stories from staff, or visit [Glassdoor](#).

One of TNC's primary goals is to cultivate an inclusive work environment so that employees around the globe have a sense of belonging and feel that their unique contributions are valued. We know we'll only achieve our mission by hiring and engaging a diverse staff that reflects the communities in which we work. Recognizing that people bring talent and skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience in addition to the professional requirements listed in our postings. Please apply – we'd love to hear from you. To quote a popular saying at TNC, "you'll join for the mission, and you'll stay for the people."

What We Can Achieve Together:

The Indiana Executive Assistant & Trustee Liaison will provide direct administrative support to the Indiana Executive Director and the Indiana Deputy Director in addition to serving as the primary liaison with Indiana's volunteer Board of Trustees. They are responsible for coordination of Indiana Board of Trustee activities including board meeting planning, communication, and facilitating staff interactions. They are also responsible for supporting various trustee committees and assisting with board recruitment, onboarding, and stewardship. They will work closely with other Conservancy staff and are a key liaison with the Indiana Development team regarding prioritization and scheduling with the Executive Director and donors. They are also closely engaged with TNC's Trustee Program with learning opportunities offered by TNC's Trustee Liaison Network.

The Indiana Executive Assistant & Trustee Liaison will be responsible for a variety of administrative support tasks, which include domestic and international travel arrangements, calendar management, drafting correspondence, processing expenses, and scheduling and coordinating logistics for meetings and special events. They will use available systems and resources to maintain, track and research data, and produce and review reports for their manager. They will provide guidance in satisfying administrative requirements based on extensive knowledge of policies and procedures and will provide targeted training related to needs of Director, Deputy Director, and Trustees. They will implement processes and practices and bring forth new ideas to improve effectiveness of our work. The Executive Assistant & Trustee Liaison will coordinate activities with multiple variables, setting realistic deadlines and managing the timeline. They will communicate on behalf of their manager with staff in various programs across the Conservancy; as well as with donors, vendors, and business relations. As a key part of the Indiana Leadership team, they will effectively communicate or distribute information to assist staff and trustees in making decisions, solving problems, and improving workflow.

Responsibilities & Scope

- Act independently on assigned tasks and exercise independent judgment based on analysis and experience; work is diversified and may not always fall under established practices and guidelines.
- Work within scope of program's strategic goals.
- Coordinate projects with several variables, work within a defined timeline and budget.
- Demonstrate sensitivity in handling confidential information.
- Perform non-routine analysis, research and follow-through.
- Ensure compliance with Conservancy policies and procedures, and external (donor/legal/IRS) requirements.
- Make purchases, process invoices, contract with vendors, and assist with budget preparation.
- May act as a resource to others to solve problems and act in manager's stead when instructed.
- May supervise administrative and/or volunteer staff, including training and professional development.
- Provide input through project teams for the improvement of existing programs.

- Refer difficult questions and unusual problems to manager.
- Travel and work flexible hours.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

This is a full-time position based at our office in Indianapolis, Indiana with remote work from home available up to 2 days a week. Travel to preserves and offices across Indiana and the Midwest will occasionally be required to assist with meetings, events, and other projects. This position is responsible for planning quarterly trustees board meetings across Indiana that often involve over 40 attendees.

We're Looking for You:

The Nature Conservancy in Indiana is seeking an Executive Assistant & Trustee Liaison to support a dedicated group of leadership and volunteer trustees. We're looking for someone with strong experience in being a part of a diverse, multi-disciplinary team. The ideal candidate should have exceptional communication and collaboration skills, attention to detail, be comfortable adapting to change, and have experience providing administrative support to a director and team. Experience working closely with and engaging a large Board of Trustees is desired. This is an exciting career opportunity for someone wanting to make a difference for people and nature with the world's leading conservation organization!

What You'll Bring:

Minimum Qualifications:

- Bachelor's degree and 2 years' experience; or equivalent combination.
- Experience generating reports and interpreting data.
- Experience in business writing, editing, and proofreading.
- Experience organizing time and managing diverse activities to meet deadlines.
- Experience working across teams and communicating with a wide range of people.

Auto Safety Policy:

This position requires a valid driver's license and compliance with TNC's Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered "high risk drivers." To learn more about the Auto Safety Program, visit <https://www.nature.org/en-us/about-us/careers/recruitment/> under the FAQ section. Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

Salary Information:

The starting pay range for a candidate selected for this position is generally within the range of \$59,500 - \$63,000 for annual base salary (subject to tax withholdings). This range only applies to candidates whose country of employment is the USA. Where a successful candidate's actual pay will fall within this range will be based on a variety of factors, including, for example, the candidate's location, qualifications, specific skills, and experience. Please note countries outside the USA would have a different pay range in the local currency based on the local labor market and not tied to USA pay or ranges. Your geographic location will be confirmed during the recruitment.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability

coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](http://www.nature.org/careers) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

Apply Now:

Visit <http://www.nature.org/careers> and use job code JR103375 under Explore Opportunities to apply! Applications are reviewed in the order in which they are received, and the position will close once a strong candidate pool is identified.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Our Competencies:

BUILDS RELATIONSHIPS	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
COLLABORATION & TEAMWORK	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
COMMUNICATES AUTHENTICALLY	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
DEVELOPS OTHERS	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
LEVERAGES DIFFERENCE	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
SYSTEMS LEADERSHIP	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line.

For Internal Reporting:

POSITION TITLE:	IN Executive Assistant & Trustee Liaison
JOB TITLE:	Executive Assistant II

JOB FAMILY:	Operations
JOB NUMBER:	520012IC

SALARY GRADE:	5
STATUS:	Salary; full-time; regular

WD JOB ID #:	JR103375
DATE:	July 2026