

October 4, 2018

**JOB ANNOUNCEMENT  
EXECUTIVE DIRECTOR  
CONCORD LAND CONSERVATION TRUST**

The Concord Land Conservation Trust, a local non-profit organization with more than 1,000 acres of conserved land, is seeking a year-round, 30-40 hour/week staff person with interest in the environment to serve as this organization's first executive director, beginning as soon as possible. Reporting to the Chair of the Board of Trustees and working primarily at the Land Trust's office in Concord, this person will support and administer the organization's activities and initiatives, and will help define the role of the executive director. The ideal candidate will be motivated by CLCT's mission of conserving the natural resources of Concord and will be able to handle multiple responsibilities and prioritize work independently, while relating well to members, trustees and volunteers.

**Management and administrative responsibilities include (but are not limited to):**

1. Partnering with the Board to develop and carry out strategic and programmatic goals
2. Developing outreach, engagement and communication strategies
3. Assisting in membership development, fundraising and stewardship, including
  - a. Issuing the annual and special funding appeals
  - b. Maintaining financial donor records
  - c. Maintaining CLCT's membership database
  - d. Defining, creating and managing opportunities for volunteers
4. Assisting in preparing the annual budget
5. Maintaining files and archives
6. Ensuring compliance with legal and regulatory requirements
7. Providing a visible and professional presence
  - a. Keeping the office open to the public on a regular schedule
  - b. Managing day-to-day office activities
  - c. Responding to mail, e-mail and telephone inquiries, routing callers to Trustees as required
  - d. Sending meeting minutes, agendas and reminders to Trustees for the monthly meetings
  - e. Collaborating with local organizations and regional environmental organizations
8. Maintaining the website and Instagram and preparing and mailing a periodic newsletter

***Job Skills and Experience Required***

- Data base management
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Able to learn specialized CLCT application software (Abila)

***Desirable additional knowledge or experience:***

- Computer graphics and page layout capability
- Website maintenance and/or creation capability
- Knowledge of basic bookkeeping and Quickbooks

**Land stewardship responsibilities include some or all of the following:**

1. Overseeing stewardship of trails, mowed fields and invasives control projects including managing contracts
2. Regular monitoring of CLCT properties
3. Monitoring conservation restrictions held by CLCT
4. Developing and implementing management plans
5. Identifying volunteer projects and supervising volunteers in land management

***Job Skills and Experience Required***

- Background in environmental science and or land management or willingness to learn these critical skills

**Time Requirements**

- Job Attendance 30-40 hours per week
- Regular office hours at least part of the week
- Attend and assist at CLCT events as required

**Personal Characteristics**

- Strong interpersonal and communication skills (verbal and written)
- Commitment to land conservation and the mission of CLCT
- Ability to work independently and self-manage effectively
- Ability to work well with individuals and partner organizations
- Strong organizational skills
- Flexibility
- Experience with nonprofits a plus
- Access to a car and valid driver's license; travel is primarily local
- Physically capable of hiking in the outdoors