



June 17, 2019

Coordinator, Massachusetts Land Trust Coalition

APPLICATION DEADLINE: UNTIL FILLED

Summary of Position:

The Massachusetts Land Trust Coalition (aka 'MassLand') works to advance land protection in Massachusetts by providing education, tools, networking, and advocacy support for land trusts and their partners. We intend to hire a part-time (24 hours per week) coordinator to oversee and coordinate the essential functions of our operations, including the supervision of part-time employees as well as interacting with the Massachusetts land trust community. MLTC is a growing organization and, for the right candidate, this position could offer the potential for growth and advancement.

The selected candidate will be expected to:

Work with contracted conference planner to coordinate annual statewide meeting of the land trust community.

Develop fundraising calendar, coordinate and implement the membership appeal and annual fundraising appeal, and work with the appropriate board committees

Ensure that gifts are inputted properly, donors are thanked, and payments are processed and deposited.

Schedule, coordinate, and disperse materials for quarterly Board Meetings, as well as for Steering Committee meetings where members gather to network and learn about upcoming policy matters and other topical issues.

Oversee consultant to ensure the quality and timely delivery of monthly **e-news**.

Respond to requests for information and assistance from member land trusts.

Disseminate advocacy information to member land trusts through e-news and advocacy alerts.

Arrange for MLTC to provide peer review and sign on to letters and statements related to land conservation policy and legislation.

Foster partnerships with other member organizations, State agencies, and other groups that support the land trust community.

Arrange trainings for membership land trusts in accordance with strategic plan and initiatives identified as needed.

Possible secondary responsibilities may include:

Delivering training and workshops to the land trust community.

Overseeing advocacy strategy of the Coalition.

Working with conservation partners on common goals.

Implementing regional strategies to increase diversity and participation of youth in land conservation.

Representing MLTC at important state initiatives.

Position will carry out other duties as required.

Qualifications:

The position is ideally suited for an organized, detail-oriented, self-starter with strong interpersonal skills. The ability to prioritize assignments, write and communicate clearly, and manage multiple tasks and problem solve is essential. Experience in land conservation is strongly preferred. The job requires an individual who can work independently on a variety of tasks, but is also resourceful enough to seek out advice and support when needed. Experience with nonprofits, fundraising, office administration, Massachusetts land conservation, event planning is a plus. Proficiency with Excel and Word (specifically mail merge) is essential; strong writing and verbal skills and a BA/BS are required.

For more information on MLTC, visit <http://massland.org/>.

Applications:

Applications should be submitted to Buzz Constable, Board President, at info@massland.org.