# Position Description
# Programs Manager

The Massachusetts Land Trust Coalition (MLTC) advances land conservation across Massachusetts by providing education, tools, networking, and advocacy for land trusts and their partners. MLTC provides services to over 140 land trusts across the Commonwealth and advocates for strong legislation and robust funding to support land conservation. To learn more about our work, visit **https://massland.org/**.

Job Title: Programs Manager

Schedule: Full-time (37.5 hours per week) hybrid schedule

Location: MLTC is based in Sudbury, Massachusetts. Certain tasks must be performed in person, while many other tasks can be performed from a home office if preferred. Travel to meetings around Massachusetts will be required several times per year. Online meetings are required.

Compensation: $60,000 - $70,000. MLTC provides paid sick and vacation time, 12 paid holidays, and a health care stipend.

Summary: The Programs Manager is an integral part of the MLTC team, developing, producing, and executing programs, events, and resources that form the core of MLTC's work. A major component of the work is liaising between external partners, and creating and executing work plans for the MLTC annual conference and other annual events, contracted programming with foundations and other partners, managing the MLTC website and online resources such as the listserv, and supporting operations, fundraising, and other logistics as needed. The ideal candidate will be able to participate in envisioning and implementing strategic goals as well as handle a high number of program and operational details. The Programs Manager reports to the Executive Director (ED).

Duties:

- Plan and execute the annual Massachusetts Land Conservation Conference. Work with the ED, a conference planning committee, volunteers and vendors or consultants to coordinate logistics and conference programming. Liaise with conference vendors and oversee all program, sponsor, exhibitor, catering, and participant details.
- Plan and execute other major events including Quarterly Steering Committee meetings and the Annual Land Trust/State Agency Retreat.
- Manage and support contract programs with external partners including foundations and state agencies. Track programs for compliance and reporting requirements.
- With input from the Executive Director and partners, ensure all MLTC education and training programs are developed thoughtfully, executed efficiently, and measured accurately, including multi-session learning series, networking calls, and field trips, including coordination with speakers and guest faculty.
- Play a key role in developing and delivering other new programs developed in conjunction with MLTC's **Strategic Plan**, as delegated by the Executive Director.
- Participate in meetings of the staff, Board and membership, informing and advising on any development, communications, governance, policy and program matters as appropriate.
- Oversee the compilation, editing and timely publication of monthly eNews and periodic Action Alerts.
- Create a social media plan and oversee implementation of it by the Development and Operations Coordinator.
- In coordination with the ED, respond to requests for information and assistance from member land trusts.
- Supervise interns.
- Manage and update MLTC's website, contact database, Google Drive, and the organization's online accounts, including payment and billing updates, contracts.
- Liaise with technical support and other professional consultants.
- Maintain timely and accurate records.
- Other duties as assigned.

Qualifications:

- Required: Minimum of ten years of experience in programs management and logistics, with a very strong preference for experience in the land protection field.
- Required: Undergraduate degree, masters preferred.
- Required: A self-directed individual comfortable showing initiative, managing numerous complex projects, and working both independently and as part of a team.

- Required:  Ability to exercise sound judgment and discretion and to maintain the confidentiality of private or proprietary information.
- Required:  Ability to perform detailed work with a high-level of accuracy.
- Required:  A high level of technical proficiency and ability.
- Required: Proficiency with common computer applications (e.g. MS Word, Excel, PowerPoint, Zoom), and experience with social media platforms such as Facebook, Instagram, Twitter and LinkedIn.
- Required:  Excellent written and oral communication skills; ability to represent MLTC in a positive and professional manner, treating colleagues, constituents and donors of all levels and backgrounds with respect.
- Required:  Strong interest in working for an organization that protects the environment.
- Required:  Ability to meet the following physical requirements with or without reasonable accommodations:
    - Use a computer station and keyboard for extended periods of time;
    - Participate in regular teleconferences and videoconferences;
    - Lift items of 10-15 pounds and transport them short distances;
    - Access to a personal vehicle to travel to meeting locations around Massachusetts.
    - Potential out of state travel for national land protection conferences.
- Preferred:  Experience in program development, especially related to adult education programming.
- Preferred: Experience in nonprofit and operations management.

*MLTC is committed to an inclusive conservation workforce. Black, Indigenous, and other people of color, and individuals from other historically underrepresented communities, are strongly encouraged to apply.*

To apply: Submit a resume and cover letter to hiring@massland.org by December 4, 2026. Start date in early January 2027 anticipated.