



## Job Posting: Development and Communications Coordinator

Posted October 28, 2022; available until filled. Please submit a resume and cover letter via email to [admin@massland.org](mailto:admin@massland.org), with subject line "Coordinator job: [your last name]".

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 130 land trusts across the Commonwealth and advocates for strong legislation and robust funding to support land conservation. MLTC is growing and for the right candidate, this position could offer the potential for growth and advancement. To learn more about our work, visit <https://massland.org/>.

Job Title: Development and Communications Coordinator

Hours: Part-time, 20-24 hours per week (negotiable), flexible schedule.

Location: MLTC is based in Sudbury, Massachusetts. In-office work is generally required once per week, with flexibility to work from home at other times if preferred. Travel to meetings around Massachusetts is required a few times per year. Frequent online meetings should be anticipated.

Compensation: \$23-25 per hour, commensurate with qualifications. MLTC provides paid sick and vacation time and 11 paid holidays (pro-rated for part-time employees.)

### Duties:

#### Development and Member Relations

- Manage logistics of sending annual membership and year-end appeals (by both mail and email)
- Under direction of Executive Director, research grant opportunities and prepare grant proposals
- Research and develop fundraising prospect lists of individuals and businesses
- Process contributions, ensuring timely deposit of receipts and delivery of gift acknowledgements
- In coordination with the bookkeeper, maintain accurate records related to deposits, accounts payable, and receivables
- Prepare for, attend and support quarterly meetings of the Development Committee of the Board

### Communications and Other Tasks

- Spearhead implementation of expanded social media communications, including digital fundraising initiatives
- Using copy primarily prepared by others, format and send MLTC's monthly electronic newsletter using the Bloomerang platform
- Under the supervision of the Programs Manager, maintain the customer relations database (Bloomerang)
- Assist other staff with various logistical aspects of the Massachusetts Land Conservation Conference
- Assist with logistics of other live and virtual meetings (via Zoom), including quarterly Board and Steering Committee Meetings, and periodic training and networking events.
- Assist with new programs developed in conjunction with our [Strategic Plan](#), such as expanding training opportunities for new land trust professionals
- Other duties as assigned

### Qualifications

- Required: A self-directed individual who shows initiative, can manage multiple simultaneous projects, and works well both independently and as part of a team
- Required: Ability to exercise sound judgment and discretion and to maintain the confidentiality of private and proprietary information
- Required: Ability to perform detailed work with a high-level of accuracy
- Required: Willingness and ability to master use of MLTC's Bloomerang database
- Required: Great communication skillsability to represent MLTC in a positive and professional manner, treating colleagues, constituents and donors of all levels and backgrounds with respect
- Required: Proficiency with common computer applications (e.g. MS Word, Excel, PowerPoint)
- Required: Ability to travel independently to Sudbury on a regular basis and to occasionally travel to other locations around Massachusetts.
- Required: Ability to complete the following physical tasks 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
- Strongly preferred: Experience and comfort with Zoom, graphic design platforms such as Canva, and social media platforms including Facebook, Instagram, Twitter and Linked In.
- Preferred: Experience and/or desire to gain experience in non-profit fundraising
- Preferred: Strong interest in working for an organization that protects the environment

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