



## Job Posting

### Development and Operations Coordinator

**Posted June 17, 2022; available until filled.**

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 a growing organization 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 Operations Coordinator

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

Location: MLTC is based in Sudbury, Massachusetts. Certain tasks must be performed in the office, while many other tasks can be performed from a home office if preferred. Travel to meetings around Massachusetts may be required a few times per year. Frequent online meetings should be anticipated.

Compensation: 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)
- Spearhead implementation and expansion of social media communications, including digital fundraising initiatives
- Assist ED with researching and responding to grant opportunities
- Assist with prospect research for fundraising from individuals and businesses
- Process contributions, ensuring timely deposit of receipts and delivery of gift acknowledgements
- Under the supervision of the Program Manager, maintain the customer relations database (Bloomerang)

- In coordination with the bookkeeper and other staff, maintain accurate records related to deposits, accounts payable, and receivables
- Prepare for, attend and support regular meetings of the Development Committee of the Board, and ensure their appropriate record-keeping

#### Operations

- Assist other staff in planning the annual Massachusetts Land Conservation Conference, and assume leadership for various logistical aspects of the event
- Assist other staff with planning the annual Land Trust/State Agency Retreat, assuming leadership for various logistical aspects of the event.
- 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 comfortable showing initiative, managing multiple simultaneous 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: Willingness and ability to learn to use MLTC's Bloomerang database
- Required: Great communication skills; ability to represent MLTC in a positive and professional manner, treating colleagues, constituents and donors of all levels and backgrounds with respect
- Strongly preferred: Proficiency with common computer applications (e.g. MS Word, Excel, PowerPoint, Zoom), and experience with social media platforms such as 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
- 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;
  - Travel to meeting locations around Massachusetts.

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.

Submit applications, including a resume and cover letter, via email to [admin@massland.org](mailto:admin@massland.org), with subject line "Coordinator job: [your last name]".