



## Job Posting: Development and Operations Coordinator

Posted September 20, 2023; 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 140 land trusts working across the Commonwealth, and advocates for strong legislation and robust funding to support land conservation. Our land trusts are working to deal with the most pressing environmental issues facing our communities. We are growing and, for the right candidate, this position could offer the potential for advancement. To learn more about our work, visit <https://massland.org/>.

Job Title: Development and Operations Coordinator

Hours: Full-time (for candidates who prefer it, a part-time schedule of 20+ hours per week will be considered.)

Location: Hybrid. MLTC is based in Sudbury, Massachusetts. In-office work is generally required at least once per week, with flexibility to work remotely at other times. Travel to meetings around Massachusetts is required a few times per year. Frequent online meetings are required.

Compensation: \$24 to \$25.50 per hour, commensurate with qualifications. MLTC provides paid sick and vacation time and 11 paid holidays (pro-rated for part-time staff).

### What you'll do for us:

#### Development

- Manage logistics of sending two appeals each year by both mail and email
- Research grant opportunities and assist with grant proposals
- Research and reach out to potential event sponsors and other supporters
- Ensure timely deposit, recording and acknowledgement of contributions
- Attend and support quarterly meetings of the Development Committee of the Board

## Communications

- Maintain the customer relations database (Bloomerang)
- Using copy primarily prepared by others, format and send MLTC's monthly electronic newsletter, using the Bloomerang platform
- Spearhead social media communications and digital fundraising initiatives

## Programs and Operations

- In coordination with the bookkeeper, maintain accurate records related to deposits, accounts payable, and receivables
- Assist other staff with logistics of the Massachusetts Land Conservation Conference
- Assist with logistics of other live and virtual meetings (via Zoom), including quarterly Board and Conservation Partners 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.

## What we need from you:

- Strong interest in conservation and motivation to learn about all aspects of running a small non-profit organization that protects the environment
- Curiosity, ingenuity, initiative, teamwork and problem-solving skills
- Fluency with common computer applications (e.g., MS Word, Excel, PowerPoint, Zoom). Even better if you have some experience with customer relations management (CRM) databases, and/or graphic design programs like Canva
- Keen attention to detail and ability to keep multiple streams of work organized
- Sound judgment and the discretion to maintain confidential information
- Great communication skills and natural ability to treat stakeholders from all backgrounds with collegiality and respect
- Ability to travel independently to Sudbury on a regular basis and to locations around Massachusetts a few times during the year
- 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

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.