

## Managing Director Position

*Interested persons should e-mail a letter and resume describing your interests, education, and any relevant work or volunteer experience to [attleborolandtrust@gmail.com](mailto:attleborolandtrust@gmail.com) by 1/31/2011.*

The Attleboro Land Trust (ALT) is seeking a part-time managing director with a passion for conservation to play a key role in leading the organization through its next phase of development. The board of directors has identified growth in membership, development of volunteers, expansion of donor list, fund-raising, and administration of the organization as the main responsibilities for this new position.

The Attleboro Land Trust (formed in 1990) is a non-profit organization dedicated to the permanent protection of local open space and habitat through advocacy, education, and the acquisition and management of conservation land. We currently own, protect, or manage 11 conservation areas on 400+ acres. Many of our properties have walking trails that are open to the public. All of our properties have been donated by generous citizens for the purpose of preserving open space for current and future generations. We constantly work to increase the amount of preserved acreage. Refer to our web site ([www.attleborolandtrust.org](http://www.attleborolandtrust.org)) for more specific information about the ALT.

The ALT has a knowledgeable and participatory board of directors that is active in land acquisition and property maintenance, advocacy for conservation initiatives, partnership with local and state civic and conservation entities, financial management and fund-raising, electronic communication and database development. The managing director works for the board of directors, reports to the executive committee, and works extensively with the president, treasurer and committee chairs. The ALT shares office space with the MA Audubon Society at the Oak Knoll Wildlife Sanctuary in Attleboro. The successful candidate must be independent, flexible, and well organized with excellent people and communication skills. As the only paid position the managing director must be willing and able to assume a variety of tasks. This is a wonderful opportunity for the right person to lead the ALT to the next level of development with the possibility of expanding the managing director position to full-time.

### **Responsibilities:**

Reach specific annual goals outlined in the strategic plan related to fund-raising, membership development, and recruitment and management of volunteers

#### Membership and volunteers

- Develop and lead volunteer recruitment and management efforts to reach goals outlined in the 2010 strategic plan
- Design and implement membership development program to reach goals outlined in the 2010 strategic plan
- Prepare and ensure delivery of regular communications to members and the public such as newsletters, advertisements, and press releases
- Maintain web and social networking sites
- Respond to phone, mail and electronic inquiries

## Fund-raising

- Coordinate fundraising activities including event planning, mailings, marketing materials and follow up communications to reach goals outlined in the 2010 strategic plan
- Provide follow-up communication with major donors and contributors
- Assist development committee with grant applications

## Administration

- Spearhead communications to members, board of directors and other interested parties
- Coordinate communications with potential land donors
- Coordinate planning for board meetings, disseminate meeting notices and minutes, coordinate follow-up for board activities
- Maintain deposits of monies and accurate financial records
- Assist in the development and management of a new database as well as continuous maintenance and enhancement of data
- Maintain and manage documents and files
- Work cooperatively to maintain satisfactory relationships with current and future organizational partners, e.g., Audubon, Attleboro and North Attleboro conservation commissions, etc.

## Qualifications:

- Education or 3+ years of relevant experience in a related field, fundraising experience preferred
- Excellent social skills; confident and pleasant personality
- Competent computer skills, especially Word, Excel, and internet use of email and Facebook, and database management
- Ability to work with minimal supervision, detail oriented, and excellent time management and organization skills
- Strong written and verbal communication skills

This is a staff position with an average work week of 20 hours/week. The pay rate is \$15-\$20/hour, depending on experience. There are no paid benefits. Most hours are flexible; however, office hours of approximately 8 hours/week are required and some events and meetings require participation in the evening.

*Revised 1/9/11*