



## **Position Opening Announcement**

### **Position: Executive Director (Full-Time)**

#### **Organization Overview**

The Wareham Land Trust, Inc. (WLT) was founded by a group of residents dedicated to conserving and protecting Wareham's open space and natural resources. The WLT was established in 2001 as a non-profit 501(c)3 all-volunteer governed organization and is accredited by the Land Trust Alliance Accreditation Commission. WLT's mission is to conserve Wareham's open space and natural resources, to unite citizens in a common goal of conservation and responsible land use, and to educate the public about the environment and economic benefits of protecting open space and promoting sustainable development.

To date WLT has conserved over 690 acres of open space through land acquisition and conservation restrictions thus protecting wildlife habitat, safeguarding wetland and estuary ecosystems, preserving scenic vistas and providing natural areas for passive recreation.

#### **Summary of Position**

The Executive Director must demonstrate a knowledge of, and a passion for, open space preservation, environmental protection and the mission of the WLT. The Executive Director (ED) is an exempt position, reports to the WLT Board of Directors and is responsible for advancing the mission of WLT through land protection, stewardship, community education and outreach. The ED is also responsible for the operations of WLT, that include fundraising, major donor cultivation, grant writing, membership development, marketing, financial management and budgeting, supervising contractors and TerraCorps Service Members, and office organization. The ED is supported by the Board of Directors

and Board of Advisors who actively participate in all aspects of WLT's work and operations by volunteering their time on standing committees.

### **Primary Responsibilities**

- Support the active Board of Directors and standing Board committees (Stewardship, Outreach/Membership and Land Acquisition) in developing priorities, budgets, policies, guidelines, and activities
- Facilitate land acquisitions
- Manage WLT's 19 fee properties and 18 conservation restrictions
- Help to increase, strengthen and diversify the organization's funding sources
- Serve as the face of the organization by being the first point of public contact with WLT
- In cooperation with the Outreach Committee, organize programs and other activities to engage and educate the membership and the public
- Help increase WLT's visibility and influence with stakeholders, landowners, the general public and other constituencies
- Enhance the relationship between WLT, its members and volunteers
- Build and maintain personal relationships with major donors
- Develop the organizational infrastructure to support current activities and continued growth
- Prudently use resources, leveraging internships and volunteer programs to support the mission of WLT and achieve the goals established by the Board of Directors
- Supervise and work closely with contractors and TerraCorps Service Members
- Other duties as assigned

### **Qualifications**

- Bachelor's degree required and 3+ years of professional experience in natural resource management, conservation and environmental sciences
- An understanding of not-for-profit organizations and experience working with boards of directors, members, donors, governmental agencies and community volunteers
- A professional demeanor, significant, proven leadership and collaboration skills

- Excellent organizational, business and interpersonal skills including marketing, strong communication skills both written and oral
- Interest in attracting foundation and corporate grants and the ability to identify, steward and solicit donors
- The ability to work independently while fostering a strong organizational culture by encouraging teamwork and collaboration
- Computer literacy, including knowledge of database management and MS Office applications (e.g., Word, PowerPoint, Excel). Knowledge of QuickBooks, Geographic Information Systems (GIS), WordPress and donor and project management databases (e.g., LGL and Landscape) is a plus.

### **Terms of Employment**

The salary range offered is \$75,000 - \$85,000. Salary is commensurate with experience and education. WLT will provide paid vacation, holiday and sick leave benefits, as well as employer contributions towards health insurance and retirement benefits. The Wareham Land Trust is an equal opportunity employer.

Schedule is flexible to allow for some night and weekend meetings and regulatory hearings. This is a salaried position, there is no compensation for overtime, though comp time is available.

The successful candidate must have a valid driver's license, access to reliable transportation and will be subject to and must pass a Criminal Offender Record Information (CORI) check.

### **Application Procedure**

We will accept applications until the end of June or until the position is filled.

Interested individuals should send a cover letter and resume to:

[admin@warehamlandtrust.org](mailto:admin@warehamlandtrust.org)

For more information about the Wareham Land Trust visit:

[www.warehamlandtrust.org](http://www.warehamlandtrust.org)