

Chief Advancement Officer Position Description

The North County Land Trust (NCLT) is seeking a full time Chief Advancement Officer to provide fundraising, marketing and outreach support. We are looking for a skilled fundraiser, strategic thought partner, and effective manager with practical knowledge of small non-profit operations. NCLT is a vibrant and close-knit environmentally conscious community that is creative, inquisitive, rigorous, and joyful.

If you care about the environmental challenges facing the world and want to put your skills to work with a growing organization that protects natural resources through land conservation in north central Massachusetts, join us!

The successful applicant will, first and foremost, have passion for conserving Nature and our environment but should also enjoy teamwork, unpredictability, and have the flexibility that it takes to thrive in a small office. While the culture of the organization is collaborative and team-focused, all members participate in the leadership and reporting that brings ideas and actions to fruition.

This position is supported by an Operations Manager, seasonal Engagement Coordinator Interns, volunteers, and the NCLT Board Development Committee.

Essential duties and responsibilities:

- Develop data-driven strategic and annual work plans for NCLT's fundraising, marketing, and outreach.
- Supervise and coordinate staff and volunteers who participate in fundraising and outreach work.
- Prepare and administer an annual Advancement Plan and Budget (~\$350,000 revenue).
- Prepare data-driven reports on fundraising progress, budgets, and advancement activities.
- Oversee and work closely with Operations Manager to ensure the CRM database (Little Green Light) is current.
- Provide support to Executive Director and Land Staff with fundraising campaigns related to land conservation projects
- Build relationships with community partners to advance the mission and fundraising goals of the organization.
- Coordinate a communications strategy that employs print, electronic, and social media platforms.
- Represent NCLT in the community, including speaking publicly for the organization when needed.
- Manage the execution of NCLT's major events (Annual Gathering, Volunteer TY Event, Rock & Laurel 5K Trail Run) and seasonal program offerings.
- Assist in researching grant opportunities and developing relationships with charitable organizations.

Skills, knowledge, experience:

- Excellent communication skills - experience with marketing a plus.
- Proficiency with CRM/Donation Management Databases (Little Green Light preferred)
- Fluency with the Microsoft Office suite.
- Knowledge of Meta, LinkedIn, Twitter, YouTube, and other platform use for Social Media outreach.
- A team player and leader who inspires collaboration and provides clear, timely direction.
- Experience in working for or with a small nonprofit organization (annual budget \$1m or less).
- A sense of humor and a creative problem-solver
- Willingness to adjust work hours according to the needs of the organization and to occasionally work outdoors.
- Passion for conserving our environment, love of the outdoors.

Position Requirements

1. Bachelor's degree and a minimum of three years of experience in fundraising and development
2. Fluent computer skills including MS Word, Excel, PowerPoint, Little Green Light (or other CRM application), MailChimp/Constant Contact, proficiency with Google apps (Docs, Sheets, Forms, etc.)
3. Commitment to the mission of North County Land Trust
4. Ability to speak comfortably in front of large audiences, and be sociable in small groups
5. Strong communication skills
6. Well organized and detail-oriented, with good time management skills
7. Willingness to work occasionally on evenings or weekends when necessary for events
8. Discretion to maintain the confidentiality of donor information
9. Strong team ethos and a good sense of humor

Additional Information

Location: Leominster, MA – partial remote work optional

Time: Full-time, salaried. Occasional night and weekend obligations.

Rate: \$60,000-\$70,000 annual

Benefits: Two weeks paid vacation. One week paid sick time. Paid holidays, flexible schedule, hybrid work options

North County Land Trust Land Trust is an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We encourage all qualified candidates to apply.

How to Apply: Please send cover letter and resume to Maggie Agurkis, Operations Manager at magurkis@northcountylandtrust.org; subject "CAO Application". Label your files with your last name_title of the document (i.e. Agurkis_Resume). No calls please. Position open until filled.

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