



## North County Land Trust Executive Director

North County Land Trust is a regional land trust that partners with landowners to protect open land from development and provide outdoor experiences that encourage people to engage with nature. We seek a motivated, collaborative leader who will lead us as we scale up our land conservation and programming efforts in north central Massachusetts. The ED reports to the Board of Directors. This is a salaried, full-time position. We will provide competitive compensation to the successful candidate based on demonstrated performance and qualifications.

Job Title: Executive Director

Salary range: \$76,000 - \$82,000

Location: Offices at Doyle Conservation Area, Leominster, MA. Remote work can be arranged.

### **Position Summary:**

The NCLT Executive Director leads NCLT by:

- Providing leadership for a staff of 4-6 in the successful completion of their goals
- Overseeing day-to-day business and administrative operations and financial management
- Leading the team to secure funding for operations and capacity building
- Implementing the strategic plan as determined in partnership with the Board of Directors
- Overseeing adherence to Land Trust Alliance Best Practices across the organization.

### **Primary Duties and Responsibilities:**

#### 1. Team Leadership

- Build on our collaborative organizational culture by engaging authentically with all constituents and encouraging an innovative, growth mindset.
- Supervise staff in the performance of their roles, including annual written performance reviews
- Guide staff in drafting of annual work plans, prioritizing goals that emerge from the strategic plan, and engaging in appropriate professional development opportunities
- Engage with the Board on long-term planning and provide reports and updates for Board and committee meetings

#### 2. Business operations

- Manage internal financial controls and the budget process in collaboration with the Finance Committee and the Office Manager
- Establish procedures for budget and grant tracking and ensure compliance with government agencies
- Oversee the system for maintaining legal and financial records, files, documents, and archives.
- Manage relationships with contractors including, but not limited to, IT service providers, tax advisors, and attorneys

3. Fundraising and external relations
  - Partner with the Director of Advancement to raise funds for operations and capacity building through grant writing, corporate donations, and individual solicitations
  - Professionally represent NCLT in the community, promoting our mission and building partnerships to support our work
  - Review and approve all NCLT publications and collateral
  - Maintain, and initiate new, complementary partnerships with peer organizations
  
4. Land Conservation
  - Oversee and support the Director of Conservation and Climate (DCC) to establish project priorities based on our mission and strategic goals
  - Partner with the DCC to build a strong team of land conservation and stewardship professionals
  - Ensure projects undertaken are consistent with the mission and strategic goals
  - Assist with conservation and stewardship grant writing as needed

Skills preferred:

- Familiarity with nonprofit operations management
- Ability to assess, motivate, develop, and engage staff
- Proficient financial oversight and budget management
- Ability to lead through change - prioritize tasks, execute a plan, report on progress, pivot as needed.
- Educational or technical experience in the field of natural resource conservation

Qualifications necessary:

- Minimum of a bachelor's degree and a strong belief that protecting land from development, preserving biodiversity, and supporting natural systems is vital to the environmental and economic health of our region.
- Strong communication and leadership skills. The ability to speak effectively in public and interact amicably with a wide variety of people.
- Experience with budget development/management and interpreting financial documents
- Proficiency with office productivity software
- A collaborative, can-do spirit that values a supportive organizational culture
- Delight in the opportunity to get your boots and/or hands in the dirt
- A good sense of humor

Working Conditions:

Duties are performed in the office and the field. Travel is required to various locations in the region for meetings, conferences and speaking engagements. Evening and weekend work is occasionally necessary.

If this position interests you, please send a resume and letter of introduction by July 1 to  
NCLTdirectors@gmail.com

North County Land Trust is an equal opportunity employer.