



North County Land Trust

Director of Advancement Position Description – 2026

North County Land Trust connects people to natural places by conserving open land and creating outdoor experiences in north central Massachusetts. We work directly with communities to conserve land and water resources, farms, urban parks, working forests and scenic landscapes for the benefit of all. Established in 1992, we have conserved over 1700 acres. Fifteen conservation areas are open to the public for free with marked trails that are for multi-use recreation. Habitat restoration has become an increasingly important part of our stewardship activities so that we can engage people in restoring native ecosystems while learning how to implement similar practices on their own. We are a nonprofit organization funded and supported by donors, foundations, community partners, and volunteers. You can learn more at northcountylandtrust.org.

North County Land Trust is committed to providing a kind and welcoming experience for all employees, volunteers, and members.

Salary: \$68-75K

Hours per week: 40

Job classification: Full-time, exempt

Job type: Hybrid

Location: Leominster, MA

North County Land Trust is seeking an energized Director of Advancement to carry forward North County Land Trust's strategic growth into the future. The Director of Advancement will play a leading role in the execution of our next strategic plan, which will focus on community and conservation, and a continued development of our advancement and community engagement efforts. The goal is for North County Land Trust to respond to the needs of our communities and highlight the ways that conserved land and healthy habitats support community values.

Successful candidates will have experience with fundraising campaigns, working with major donors, and grant writing. Familiarity with how to reach and engage new audiences to develop a constituency for conservation is a plus. As we continue to grow as an organization and take on new and different kinds of conservation projects, we seek someone who can help us anticipate and respond to the unexpected opportunities and challenges that go hand in hand with conservation work.

This position reports directly to the Executive Director and supervises a full-time Communication and Engagement Coordinator. Duties include liaising with Board Donor Relations Committee and overseeing volunteers to support events, campaign tasks, and more.

Duties and Responsibilities:

- Prepare and administer an annual Advancement Plan and Budget (~\$550,000 revenue) that includes data-driven strategic and annual work plans for NCLT's fundraising efforts towards measurable outcomes.
- Lead frontline fundraising efforts managing a portfolio of 50-75 major donors and prospects and leading the ED and other staff to manage a portfolio with additional ~25 major donors where the goal is for ~100-150 touches per year. Prepare for donor meetings and shape campaign strategies including thorough and thoughtful follow-up.
- Manage cultivation and stewardship of the Heartwood Circle, a giving circle recognizing the donors who give \$1000 or more in a 12 month period.
- Plan and improve upon signature events such as the Annual Gathering, Winter Solstice Lantern Walk, and Native Plant Garden Tour.
- Engage, inspire, and lead the Board Development Committee to fuel NCLT's advancement program by providing data-driven reports on fundraising progress, budgets, and advancement activities.
- Supervise Communications and Engagement Coordinator to create marketing and program outreach calendar with a combination of repeatable and experimental efforts.
- Take the lead in ensuring careful maintenance, use, and updating of the Little Green Light CRM

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database.

- Engage with Executive Director and Land Staff with grant applications and fundraising campaigns related to land conservation projects.
- Build relationships with community partners to advance the mission and fundraising goals of the organization.
- Apply for and research new grant opportunities by maintaining and developing relationships with charitable organizations

Required Qualifications:

- 3-5 years of experience in fundraising and development.
- Knowledge across fundraising disciplines including major gifts, appeals, grant writing, annual giving, donor stewardship, gift administration and acknowledgement, and planned giving.
- Excellent written and verbal communication skills.
- Well organized and detail oriented. Good time management skills.
- Ability to speak comfortably in front of large audiences, and be sociable in small groups.
- Proficiency with CRM/Donation Management Databases and donor research tools. Fluency with the Microsoft Office suite.
- Knowledge of best practice for use of social and other media to engage audience, capture new constituents, and leverage ongoing messaging to sustain interest.
- Occasional evening and weekend work.
- Willingness to work and spend time outside.
- Bachelor's degree or equivalent experience.

Preferred Qualifications:

- Appreciation of small nonprofit organizations (annual budget \$1m or less).
- Creative problem-solver.
- Knowledge and passion for conserving our environment and access to the outdoors.
- Enthusiasm and a sense of humor.

Additional Information

Benefits: Four weeks paid vacation. Two weeks 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 a cover letter and resume to fsalter@northcountylandtrust.org subject "Advancement Director Application". Label your files with your last name_title of the document. No calls please. Position open until filled.

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