

The Waltham Land Trust, a 501(c)3 non-profit corporation in Waltham, Massachusetts is seeking an independent contractor to serve as Program Director for this all-volunteer organization.

Job Description

Overview:

The position of Program Director is designed to provide fundraising and general operations support to the Board of Directors. This independent contractor position has flexible hours, but the engagement is for approximately 1500 hours a year with a stipend of approximately \$35,000. The Program Director must be available evenings and some weekends for committee meetings and events.

Duties and Responsibilities:

- I. Membership – Support expansion and tracking of the membership through recruitment of new members, creation of membership programs (educational events, walks, trailblazing and similar activities), maintenance of member and donor databases, support of newsletter production and regular communication with members, donors and community groups.
- II. Volunteer Coordination - Organize and work with Land Trust committees and volunteer groups in making presentations, organizing educational events, walks, open space clean-up projects and similar activities.
- III. Fundraising - Assist the board in implementing the fundraising plan by researching and writing grants, preparing solicitations and acknowledgements, organizing special events and other funding strategies and tasks.
- IV. Administrative - Provide general support to the Board of Directors and committees by serving as the primary liaison for the organization and by processing contributions, maintaining the website, and managing daily phone and e-mail messages. Maintain the WLT office, equipment and files; order supplies, and perform related administrative tasks.
- V. Any other agreed duties.

Skills and Attributes:

The land trust is looking for a person who demonstrates the following skills and attributes:

- Outstanding organizational skills, strong oral and written communication skills, and excellent interpersonal skills;
- Technological skills:
 - Proficiency with Microsoft Word and Excel, on Mac or Windows;
 - Proficiency with email, the primary communication tool of the organization;
 - Desirable: familiarity with Constant Contact or other email group broadcasting services, Adobe InDesign or other page layout software, Filemaker Pro or other database software, Plone or other CMS/Portal web content creation and editing, and ArcView or other GIS mapping software;
- Ability to walk on trails, lift a weight of 15-20 pounds, drive to program locations in Waltham and elsewhere in New England;
- Ability to balance competing priorities and deadlines;
- Works well independently, is a self-starter able to handle multiple tasks;
- Reliability and flexibility;
- Ability to work collaboratively with colleagues;

Please send cover letter and resume via email by July 31st:

resumes@walthamlandtrust.org