

## **Join Waltham's premier environmental conservation organization!**

The Waltham Land Trust, a 501(c)3 non-profit corporation in Waltham, Massachusetts, is seeking a part-time employee to assist the organization and its Executive Director with a variety of tasks to grow its mission and legacy of land conservation by promoting, protecting, restoring, and acquiring open space in the City of Waltham. Come join a growing community of volunteers and a small staff that envisions growth in public appreciation of natural resources, preservation and restoration of native habitats, and increased biodiversity to foster a healthier environment.

### **Job Title: Tech/Development Manager**

#### **Organizational Philosophy:**

At the core of the Land Trust's mission is the belief that open space is for everyone. Recognizing that diversity leads to strength, the Land Trust strives to create an environment where everyone is respected, valued, and appreciated, both within the organization itself and across the open space resources it works hard to protect. Through trail building and stewardship of Waltham's open spaces, the Land Trust's mission of conservation connects all of Waltham and provides social, health, and environmental benefits to the entire community. The Land Trust welcomes those who share these values to apply to join our team.

#### **Job Description Overview:**

This part-time position is designed to assist the Land Trust with sharing information about its initiatives, programs, and successes with the community and its supporters. The role includes managing the social media, website, IT and constituent relationship management (CRM) systems of the corporation, and providing support to the Executive Director and the Board of Directors on development initiatives, as needed. This position has flexible hours, but the engagement is for an average of 15 hours per week with 2 weeks of paid time off at the rate of a 15-hour work week, per year, and sick time in accordance with Massachusetts law. The annual salary of \$20,280 requires a minimum of 750 work hours per year. Availability some evenings and weekends for committee meetings and events is required. Work may vary somewhat on a seasonal basis.

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

Administrative/Technical – Assume primary responsibility for social media, website, IT and CRM systems (with training from the volunteer Board Member currently handling these responsibilities). Provide general support to the Executive Director and the Board of Directors, as needed. Support tasks may include updating/creating trail maps/guides, managing bulk e-mail messages, maintaining office equipment and files, ordering supplies, and performing related administrative tasks. Duties may also include acting as an interface with consultants hired to improve various technical systems.

Development/Fundraising – Assume certain development and outreach tasks, including attending Development Committee meetings every other month and assisting the Development Committee and Executive Director with researching and writing grants, preparing solicitations and acknowledgements, organizing special events, recruiting new members, organizing membership programs such as educational events, walks, trailblazing and similar activities, supporting production of the semi-annual newsletter, communicating regularly with members, donors, community groups, and executing other development strategies and tasks.

Additional duties may be agreed upon consistent with the part-time staff person's capacity and the needs of the organization.

#### **Skills and Attributes:**

The Land Trust is looking for a person who demonstrates the following skills and attributes:

- Strong commitment to the Land Trust's mission of preserving and promoting open space;

- Ability to work well independently, take initiative, and handle multiple tasks, while also seeking guidance, as needed;
- Outstanding organizational skills;
- Strong oral and written communication skills, and interpersonal skills;
- CRM skills and understanding. Neon CRM knowledge is desirable. WordPress skills.
- Technical skills:
  - Likes to learn new tech systems;
  - Proficiency with Microsoft Word, Excel, and PowerPoint, on Mac or Windows;
  - Proficiency with email, the primary communication tool of the organization;
  - Proficiency with Constant Contact or other email group broadcasting services, Adobe InDesign and other Adobe CS tools, WordPress and Flickr;
  - Proficiency with Facebook and Facebook pages;
  - Desirable: Google Workspace administration;
  - Desirable: Geographic Information System (GIS) mapping software;
  - Desirable: Duda Website builder;
  - Desirable: Maintenance of Stripe and Square sales platforms and producing reports.
- Ability to walk on trails, lift a weight of 15-20 pounds, and drive to program locations in Waltham and nearby;
- Ability to balance competing priorities and deadlines;
- Reliability and flexibility;
- Ability to work collaboratively with colleagues.

Highly desirable but not required: Verbal fluency in Spanish.

**Please send cover letter and resume via email to [resumes@walthamlandtrust.org](mailto:resumes@walthamlandtrust.org) by Tuesday, April 1, 2025.**