OVERVIEW
The Massachusetts Land Trust Coalition, Inc. (MLTC) is a voluntary association of land trusts founded in 1990 to provide a forum for the exchange of ideas and information, to increase the effectiveness of Massachusetts land trusts in working with the state legislature and environmental agencies, and to promote high professional standards in the conduct of land protection. MLTC has played a crucial role in supporting key conservation legislation and has become an important networking resource for the state’s land trusts. MLTC counts over 130 organizations as Members and Friends, including land trusts, watershed associations, open space committees, and advocacy groups.

The MLTC operated for two decades as volunteer-led trade organization and has become one of the most vibrant land trust communities in the nation. MLTC plays a vital role in maximizing the impact of its member land trusts throughout the Commonwealth. Reflecting its desire to provide expanded service to the Massachusetts land trust community, the MLTC incorporated as a not-for-profit, 501-c-3 organization in 2011.

The MLTC is transitioning to an Executive Director staffing model and seeks its first Executive Director to manage and oversee the organization, including fund development, government relations, member outreach and services, and administration.

PRIMARY JOB RESPONSIBILITIES

Program Delivery and Advocacy

- Speak for the MLTC. Work with Board members and volunteers to have the MLTC represented at conferences, professional meetings, legislative hearings and other public and private events associated with land preservation.
- Develop and implement strategic initiatives based on MLTC’s strategic plan and input from Board.
- Serve as the highest level ambassador for MLTC and actively maintain a prominent presence in the Land Trust community.
- Develop and oversee a public relations strategy that communicates events and successes and that addresses community concerns about land preservation efforts.
- Prepare and oversee the publication of materials and management of the website.
• Advance MLTC as the thought leader and leading voice for land trusts at the local, regional and state level.
• Encourage member organizations or key leaders to engage in advocacy.
• Promote the value of the MLTC membership to internal and external groups.
• Build and sustain the MLTC’s Land Trust membership throughout the Commonwealth.
• Manage educational programs of MLTC, including the Annual Conference.
• Assist in the development of the Annual Retreat with State conservation leaders.

Fund Development
• Work with the Board Development Committee to budget, develop and implement fund raising approaches to sustain the operations of MLTC.
• Develop and carry out a fund development plan, including grant writing.
• Identify, cultivate, solicit, and maintain relationships with individual, foundation and corporate donors, sensitive to the needs of member Land Trusts.
• Research foundations to identify potential sources of financial support for stewardship, outreach and day-to-day operations.
• Prepare collateral material to support fund development such as Annual Reports.

Board Relations and Support
• Establish and maintain a partnership with the Board of Trustees (the Board) built on trust, candor, respect, and communication.
• Develop and sustain cooperative working relationships within the organization.
• Capitalize on opportunities to promote dialogue and develop shared understanding across the organization.
• Provide staff support for standing and ad hoc committees.
• Prepare agendas, minutes and reports for Board and committee meetings as requested.

Administrative and Financial Management
• Manage MLTC staff and/or outside contractors.
• Develop organizational capacity and professional operations.
• Organize quarterly Steering Committee Meetings and the Annual Meeting.
• Manage the fiscal operation of the MLTC, approve all expenditures within the annual budget, and oversees the proper recording of all financial transactions.
• In cooperation with the Treasurer, prepare the budget and reports for the Finance Committee.
• Facilitate annual audit/review and necessary tax filings.
• Assure accurate tracking and recognition of members, friends, gifts and grants.
QUALIFICATIONS

- Leadership experience working with large coalitions or partnerships, boards of directors, volunteers and staff of non-profit organizations.
- Strong interpersonal, communication (verbal and written), organization and management skills.
- Understanding of the culture of volunteer-driven membership organizations.
- Understanding of the dynamics working for and with a 501(c)3 organizations.
- Valid driver’s license and ability to travel in personal automobile.
- Able to conduct site visits on protected land as necessary.
- Understanding of the MLTC mission and structure. *(preferred)*
- Familiarity with Massachusetts *(preferred)*.
- Fund raising experience *(preferred).*
- Knowledge of land conservation *(preferred).*
- Knowledge of public sector *(preferred).*

MLTC is an equal opportunity employer.
The MLTC office is currently located in Sudbury, MA.
For further information about the Massachusetts Land Trust Coalition, visit
www.massland.org

Submit electronic cover letter and resume to:
Cynthia Henshaw, Board Clerk
c.henshaw@comcast.net
No phone calls, please.