



Database & Communications Manager Massachusetts Association of Conservation Commissions

The [Massachusetts Association of Conservation Commissions](#) (MACC) is an environmental non-profit association working to protect Massachusetts' wetlands and open space through environmental education, advocacy, and support of Massachusetts conservation commissions. We educate more than 2,000 participants every year at conferences and workshops. The individual in this position will report directly to the Executive Director, work closely with three other staff on dynamic programs throughout the year. The successful individual will be responsible for coordinating a consistent and engaging message across all association platforms; updating MACC's website and database; and assisting staff with soliciting new sponsors, exhibitors, and advertisers. Other duties may be assigned given MACC's needs and the candidate's skills and interests.

COMMUNICATIONS (35%)

- Update MACC's website as needed with "latest news" updates, upcoming educational events, online book listings, comment letters, and more.
- Draft and distribute MACC's weekly E-Newsletters to network of 7,000+ conservation commissioners, environmental professionals, students, and advocates.
- Create content for MACC's social media platforms (Instagram, LinkedIn, and Facebook) to advertise upcoming events, advocacy initiatives, and fundraising announcements.
- Design print promotional materials for events, such as posters, flyers, and handouts.
- Prepare reports and analyze data for design decisions and association management.
- Coordinate and create website and social media content for consistent messaging and formats

DEVELOPMENT SUPPORT (30%)

- Support Executive Director and Finance & Operations Manager with database updates, fundraising efforts, commission dues mailings, and other MACC projects.
- Build and maintain relationships with annual sponsors; coordinate annual sponsorship renewals.
- Secure exhibitors, supporters, and advertisers for MACC's two environmental conferences, and advertisers for MACC's E-Handbook, Orientation, and E-Newsletter publications.
- Assist with fundraising initiatives, such as Giving Tuesday and MACC's Annual Appeal.

EDUCATIONAL PROGRAM SUPPORT (25%)

- Assist staff with updating promotional and training materials for continuing education programs.
- Collaborate with external instructors to schedule educational programs, such as Lunch & Learn webinars and Fundamentals Units.
- Assist staff in hosting educational programs, such as virtual Lunch & Learn webinars, Fundamentals Units, conferences, and field classes.
- Conduct logistical planning for two conferences.
- Other duties as assigned.



TECH SUPPORT (10%)

- Maintain and update member records within MACC's database (provided by *Your Membership* by Community Brands).
- Assist members with event registrations and online purchases.
- Troubleshoot with MACC's website and database provider, should any issues arise.
- Manage and ensure the security of MACC's website, member database, and additional organizational accounts.

SKILLS & QUALIFICATIONS

- Bachelor's Degree required
- Driver's License required
- Excellent written, verbal, and interpersonal communication skills
- Strong time management skills and the ability to multi-task in a fast-paced environment
- Must be able to work independently and collaborate on team projects
- Experience working with Microsoft, Google, and Adobe applications
- Website design and maintenance; experience with HTML a plus
- Database management (CRM)
- Graphic design proficiency using platforms such as Adobe InDesign, Canva, or equivalent
- One to two years' experience desired; fundraising experience a plus
- Content creation and account management for social media
- Enthusiasm for environmental science and policy topics, a plus

PHYSICAL REQUIREMENTS, WORK HOURS & BENEFITS

This hybrid position is based in Belmont, Massachusetts. The employee will be expected to work in the Belmont office for two to three days per week, with a hybrid arrangement for the remaining part of the week.

MACC's office is located on the third floor of a building with no elevator. The employee must be able to climb stairs, stand, walk, sit, and occasionally lift/move items up to 20 pounds. The employee will be expected to use computers, telephones, and other office equipment.

This is a full-time, 37.5 hours per week position; work hours are generally between 9 am to 5 pm, Monday through Friday. Hosting support for educational programs may occur outside of the standard work hours. Flexible work hours may be approved by the Executive Director. In-person participation is required for two Saturday conferences in Massachusetts each year.

COMPENSATION

The annual pay for this position ranges from \$50,000 to \$62,000, depending on experience and qualifications. Employees are provided with a health stipend, 403B retirement plan, fourteen paid holidays, eight sick days, and two weeks' paid vacation each year.

SUBMIT A COVER LETTER AND RESUME TO:

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