

## **Harvard Conservation Trust**

### **Executive Director - Job Description**

(6/29/20)

Cherished as an asset to the residents of Harvard, MA and surrounding communities, the Harvard Conservation Trust, HCT, is a private, charitable, non-profit land trust whose mission is “to preserve the unique character and natural resources of Harvard”. Since its inception in 1973, HCT has helped to permanently protect more than 850 acres of land for conservation, through purchase, conservation restriction, and easement. With the full support of its Board of Directors, the Trust seeks an Executive Director to execute the strategic vision of HCT - to preserve natural resources through conservation and to create a fully connected network of protected lands.

#### **Summary of Position:**

The Executive Director (ED), working under the direction of the HCT Board of Trustees, is responsible for advancing the mission of the Trust through leadership in the areas of land protection and stewardship, donor development, marketing and community outreach, and the establishment of partnerships with other organizations. The ED also oversees certain administrative operations of HCT, including grant writing, record keeping, reporting and contracts.

#### **Primary Duties:**

- Develop and communicate HCT’s strategic mission, identify opportunities for strategic land protection, strengthen ties with donors, partner organizations, and the broader community, maintain institutional continuity (past to present)
- Build and maintain personal relationships with major donors. Collaborate with local, regional, and state conservation agencies and organizations to promote HCT’s mission.
- Represent HCT at events, in negotiations, and in external communications and act as a point of coordination among HCT’s six committees: Land Protection, Stewardship, Development, Outreach, Finance and Investment, Nominating and Governance.
- In partnership with the board, coordinate land acquisition activities, lead efforts to identify and apply for grants, and facilitate internal communication
- Manage all contracts and legal aspects of land acquisition projects. Coordinate conservation efforts with various stakeholders .
- Keep the HCT Board informed of all activities, as well as of developments and events that may be relevant to the mission.

#### Administrative Duties:

- Oversee general operations of the organization, including IT services and website development, and collaborate with the Treasurer and Finance and Investment Committee in financial management of the Trust, including preparation and management of budgets and reports
- In coordination with the Officers, facilitate ongoing policy review and management
- Maintain institutional continuity through record keeping, ensuring all HCT records are kept up to date and are accessible to appropriate stakeholders, and act as the primary point of contact for maintaining digital tools and resources (i.e. CRM, website, etc.)
- Supervise and work closely with the Executive Secretary, Accounting, and other staff
- Assist the President and committee chairs in preparation for board meetings and with marketing and outreach efforts, such as the newsletter and HCT website

#### Qualifications:

- A four-year degree, preferably in natural resource management, business administration, or a related field and 4+ years of experience in natural resource management, conservation, or nonprofit management, governance, and compliance.
  - Ability to communicate effectively (writing and speaking) with a wide variety of stakeholders, including landowners, government officials, partner organizations, donors, members, and the Board of Trustees
  - Business and financial operations management skills and experience
  - Ability to manage 1-2 part-time administrative staff members and work collaboratively across a diverse group of volunteers, staff, and board members
  - Technical proficiency with programs like Excel and PowerPoint. Familiarity with ArcGIS, QuickBooks, CRM systems and social media platforms are valuable.
  - Familiarity with LTA (Land Trust Alliance) policies and best practices
- **Location and Hours:** This is a remote and part-time (non-benefited) position of 32 hour per week. Must be available for local meetings, including weekday evenings, and occasional weekend events.
  - **Compensation:** Salary commensurate with experience, including 40 hours of paid time off per year.

**Application Procedure:** Interested individuals should send a cover letter with résumé to [president@harvardconservationtrust.org](mailto:president@harvardconservationtrust.org). No phone calls, please. Harvard Conservation Trust is an equal opportunity employer.