



## **Position Opening Announcement**

**Position:** Director

### **Organization Overview**

The Orleans Conservation Trust (OCT), the second-oldest land trust on Cape Cod, is a nonprofit membership organization whose mission is to preserve land and educate the public in order to sustain our natural resources and the character of our community for generations to come. To accomplish this mission, OCT seeks to acquire lands and interests in lands, to manage and maintain those lands in their natural state, to protect wildlife habitat, and to educate residents and visitors about the importance of preserving the environmental quality of Cape Cod. Since its founding in 1970, OCT has preserved 670 acres in Orleans through deeded gifts, land purchases, and private conservation restrictions.

### **Summary of Position**

The Director must demonstrate a knowledge of, and a passion for, open space, environmental protection and the mission of OCT. The Director reports to the OCT Board of Trustees and is responsible for advancing the mission of OCT through land protection, stewardship, and community outreach. The Director is also responsible for the administrative operations of OCT, which include: marketing, fundraising, major donor cultivation, grant writing, membership development, financial management and budgeting, supervising part-time staff and contractors, office organization, and reporting.

### **Primary Duties**

- Facilitate land acquisitions, including negotiations and legal transactions, and management of existing land holdings;
- Manage OCT's properties and conservation restrictions, with the assistance of a part-time Land Manager;
- Help to increase, strengthen, and diversify the organization's funding sources;
- Act as the face of the organization by being the first point of public contact with OCT;
- Organize programs and other activities to engage and educate the membership and the public;
- Help to increase OCT's visibility and influence with stakeholders, land owners, the general public, and other constituencies;
- Enhance the relationship between OCT and its members and volunteers;
- Build and maintain personal relationships with major donors;
- Support an active Board of Trustees and active Board committees in developing budgets, policies, guidelines, and priorities;
- Develop the organizational infrastructure to support current activities and continued growth;
- Prudently use resources, leveraging internships and volunteer programs, to support the mission of OCT and achieve the goals established by the Trustees; and
- Supervise and work closely with staff, contractors, or AmeriCorps Volunteers.

## Qualifications

- Bachelor's degree required and minimum of 3 years of management experience;
- Experience with non-profits, fundraising, natural resource management, conservation, environmental sciences, or real estate;
- Significant and proven leadership and collaboration skills;
- A professional demeanor and strong influencing skills;
- Excellent organizational, business, and interpersonal skills, including marketing, communications, and personnel management;
- An understanding of not-for-profit organizations and experience working with boards of directors/trustees, members, and community volunteers.
- Ability to work with all OCT constituencies, which may include town/regional officials or employees, regulatory boards/committees, other Cape-based land trusts, local farmers, educators, property owners, and the press;
- The ability to interact effectively with the local business, government, and environmental communities;
- Knowledge of and demonstrated success in attracting foundation and corporate grants; ability to identify, steward, and solicit individual donors;
- Strong communication skills, both written and oral;
- The ability to foster a strong organizational culture by encouraging teamwork and collaboration; and
- Computer literacy, including knowledge of database management and MS Office applications (Word, Power Point, Excel, Publisher, Access) and WordPress. Knowledge of Geographic Information Systems a plus.

## Terms of Employment

The salary offered will be commensurate with the successful candidate's experience and education, and OCT will provide health, retirement, paid vacation, holiday, and sick leave benefits. OCT is also committed to providing the successful candidate with professional development opportunities.

The normal work week is 40 hours, and some flexibility in hours is required for attending occasional night and weekend meetings and hearings, organizing programs, and meeting with property owners or donors. This is a salaried professional position; there is no compensation for overtime.

For payroll and record-keeping purposes, the employer of record is The Compact of Cape Cod Conservation Trusts, Inc; however, all funding for this position is provided by or through OCT.

The successful candidate must have a valid driver's license and will be subject to and must pass a Criminal Offender Record Information (CORI) check.

## Application Procedure

Interested individuals should send a cover letter, résumé, and three references electronically to [OCT@OrleansConservationTrust.org](mailto:OCT@OrleansConservationTrust.org). Applicants are also encouraged to include two letters of reference. The Orleans Conservation Trust is an equal opportunity employer.

**Closing Date:** January 8, 2018