The Waltham Land Trust, a 501(c)3 non-profit corporation in Waltham, Massachusetts is seeking a part-time employee, reporting to the Executive Director for this primarily volunteer organization.

Job Description

Overview:

This part-time position is designed to provide administrative and finance support to the Executive Director and the Board of Directors. This position has flexible hours, but the engagement is for approximately 15 hours a week/20 hours a week for 50 weeks with 2 weeks paid vacation with a salary of $18,000/$24,000. This person must be available some evenings and weekends for committee meetings and events. [subject to change to hourly]

Duties and Responsibilities:

I. Administrative – The primary responsibility is to provide general support to the Executive Director and the Board of Directors by processing contributions, maintaining website content, and managing daily phone and e-mail messages. Maintain the WLT office, equipment, and files; order supplies, and perform related administrative tasks.

II. Fundraising - Assist in fundraising tasks by researching and writing grants, preparing solicitations and acknowledgements, organizing special events and other funding strategies and tasks.

III. Membership – Support expansion of the membership through recruitment of new members, creation of membership programs (educational events, walks, trailblazing and similar activities), support of newsletter production and regular communication with members, donors, and community groups. Maintain the member database.

IV. Volunteer Coordination - Organize and work with Land Trust committees and volunteer groups in making presentations, organizing educational events, walks, open space clean-up projects and similar activities.

V. Any other agreed duties.

Skills and Attributes:

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

- Strong interest in preserving and promoting open space;
- Outstanding organizational skills, strong oral and written communication skills, and excellent interpersonal skills;
- CRM skills and understanding. NeonCRM knowledge is desirable. Word Press skills.
- Technological skills:
  - 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 Word Press and Flicr.
  - Desirable: GIS mapping software
  - Desirable: Maintenance of Stripe and Square sales platforms and producing reports.
    - Ability to walk on trails, lift a weight of 15-20 pounds, drive to program locations in Waltham and nearby;
    - Ability to balance competing priorities and deadlines;
    - Works well independently, is a self-starter able to handle multiple tasks;
    - 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 by February 28, 2024 to: resumes@walthamlandtrust.org