



## CHARLESTOWN LAND TRUST

*Preserve and protect what you love*

### **Position Title: Executive Director**

Part time (20 hours/week), salaried

#### **THE ORGANIZATION:**

The Charlestown Land Trust (CLT) is a 501(c)(3) with land holdings approaching 700 acres. CLT's current revenue sources are membership, special events, investments, and year-end campaign. We are primarily volunteer-based with a working Board of Directors.

With properties as diverse as Mill Pond Preserve, Amos Greene Farm, Charlestown beach front lots, Heavers Farm, and numerous wetland properties, CLT plays an integral part in the quality of life in Charlestown. The organization is leading a movement connecting people to the land, and to one another.

The Charlestown Land Trust envisions a community of citizens who understand the importance of maintaining a healthy natural environment while meeting the community's social and economic needs. This environment will support a high quality of life for its citizens, maintain the character of Charlestown, and provide opportunities for public enjoyment of conserved lands. Proactive land conservation will protect our natural resources, watershed, wildlife and scenic beauty in perpetuity.

**The Executive Director (ED) will play a pivotal role in The Charlestown Land Trust's next level of excellence.**

The ED's mandate is to:

- Provide leadership, big-picture vision and strategy for growing sustainable and diversified philanthropic support while working towards the guidelines set up within the Land Trust Alliance's *Standards and Practices*
- Build upon current fundraising approaches with innovation that excites current and new supporters
- Be a compelling communicator to educate the community on the benefits of preserving land
- Broaden and diversify CLT's audiences, and more deeply engage people as members, volunteers, participants, and donors
- Grow membership to 10% of residents and make membership virtually synonymous with living in Charlestown
- Develop innovative cultural and educational programming that sparks fun and enlivened experiences for new audiences
- Leverage its place as one of Charlestown's largest protectors of agricultural land

to engage the public in support of sustainable food systems and access to healthy foods (for example the CLT Farmers Market).

### **PERSONAL CHARACTERISTICS:**

The ideal candidate will be a leader who is adept at both fundraising and managing a 501(c)(3). A passion for Charlestown Land Trust's mission is essential.

#### Preferred skills:

- Ability to build trust, credibility, and relationships with a broad range of people within and beyond CLT, including property owners on topics relating to land acquisition and land management
- A compelling, energizing, and collegial presence
- A penchant to think big and accomplish challenging, important objectives
- Ability to communicate and inspire, influence, and engage people
- Flexibility and openness to fresh ideas
- Positive management and strategic skills
- A strategic, organized approach to planning, prioritizing, and moving the right things forward
- Savvy with technology and social media

### **RESPONSIBILITIES AND SCOPE:**

The Executive Director reports to the President and the Board of Directors, manages volunteers, fundraisers, donor relations, and weekly operations.

#### Manages areas including:

- Grant writing
- Annual giving
- Special events
- Operations for development and membership, including the management of CLT's donor database, Little Green Light (LGL)
- Operations for stewardship, including the management of the annual property monitoring
- Relations with the Board of Directors and volunteers
- Relations with all conservation partners

## **HOW TO APPLY:**

Please send a letter of interest with attached resume to:

**Charlestown Land Trust**  
**P.O. Box 1387**  
**Charlestown, RI 02813**  
Attn. Search Committee

Or via e-mail: [clt@charlestownlandtrust.org](mailto:clt@charlestownlandtrust.org)

Review of applications will begin on 1 May 2024.

Our office is at Kettle Pond Visitors Center, 50 Bend Road, Charlestown, RI.

Office Telephone: 401-213-4422

## **2024 BOARD OF DIRECTORS:**

Bill McCusker  
***President***

Patrice Fenton  
***Vice President***

John Varadian  
***Treasurer***

Jane Burns  
***Secretary***

Bruce Dancause  
Dave Fredrikson  
Katherine Gibson  
Keith Killingbeck  
Kent Kreutler  
Sheila Martin  
Lisa McGinley  
Douglas McGovern

***Executive Director***  
Angela Brunetti