



CHARLESTOWN LAND TRUST -

Preserve and protect what you love

Position Title: Executive Director (Part time: 10-15 hours weekly)

THE ORGANIZATION:

The Charlestown Land Trust (CLT) is a 501c3 whose mission is to preserve and protect the distinctive character of our local area through acquisition and management of open space. We have protected nearly 700 acres here in Charlestown. Our office is at Kettle Pond Visitors Center, USFWS. Our all volunteer staff and 13 member Board of Directors work to connect people to the land, and to one another.

We envision 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 in perpetuity our natural resources, watershed, wildlife and scenic beauty.

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

The ED's mandate is to:

1. Provide leadership, big-picture vision and strategy for growing sustainable and diversified philanthropic support while implementing the guidelines set up within the National Land Trust Alliance 'Standards and Practices'.
2. Build upon current fundraising approaches with innovation that excites current and new supporters.
3. Be a compelling communicator to educate the community on the benefits of preserving land.
4. Broaden and diversify CLT's audiences, and more deeply engage people as members, volunteers, participants and donors.
5. Grow membership and make membership virtually synonymous with living in Charlestown.
6. Develop innovative cultural and educational programming that sparks fun and enlivened experiences for new audiences.

7. 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 (i.e. the Farmers Market).

PERSONAL CHARACTERISTICS:

The ideal candidate will be a leader who is good at both fundraising and managing a 501c3. The ED will have a track record of results in diverse, relevant contexts. A passion for Charlestown Land Trusts' mission is essential.

Preferred skills:

- Ability to build trust, credibility and relationships with a broad range of people within and beyond CLT
- 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
- A strategic, organized approach to planning, prioritizing and moving the right things forward
- Savvy with technology and social media
- Intimate knowledge of Charlestown preferred

RESPONSIBILITIES AND SCOPE:

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

Manages areas including:

1. Grant writing
2. Annual giving
3. Special events
4. Operations for development, stewardship and membership
5. Relations with the Board of Directors and volunteers
6. Relations with all Conservation Partners
7. Stewardship
8. Lead discussions with property owners regarding conservation options.

HOW TO APPLY:

Send a letter of interest with attached resume to-

Charlestown Land Trust

P.O. Box 1387

Charlestown, RI 02813

Attn. Karen Jarret

Or Email: kljarret153@gmail.com

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

Office Telephone: 401-213-4422

BOARD OF DIRECTORS:

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