



Chatham Conservation Foundation

Executive Director (Full Time)

The Chatham Conservation Foundation, Inc. (CCF) is a private, non-profit 501(c)(3) organization that preserves land for the benefit of the people, plants, animals and ecosystems of the Town of Chatham. The Foundation protects 840 acres of open space, to be preserved in perpetuity, both through ownership and conservation restrictions. Our office is in CCF's historic 1820 Mayo House in Chatham. This position is full time with a flexible schedule and competitive salary and benefits.

CCF's Executive Director will be passionately committed to our mission. He or she must be an excellent communicator, strong leader and fundraiser, motivator and team builder, and uphold the highest ethical standards at all times. The Executive Director reports to the President and collaborates with all Board committees.

Core Responsibilities

Leadership

- Serve as CCF's spokesperson to members, media, and general public.
- Work with the Board to develop the Strategic Plan; oversee, coordinate, and track implementation of the plan.
- Maintain current and relevant understanding of conservation and environmental issues impacting the CCF mission.
- Develop a collaborative relationship with an active working Board and its committees and guide the organization in its growth and development.
- Manage a staff of a full time Land Steward and two part time Administrative Assistants, plus volunteers and interns.

Advancement

- Manage and execute CCF development, community outreach, programming, and administrative activities in collaboration with the Advancement Committee.
- Identify and develop relationships with key donors and prospects.
- Organize and execute fundraising events.
- Identify grant opportunities and collaborate with the Board and its committees in submissions.
- Further develop the local business sponsorship and partnership programs.
- Advance the Planned Giving program.

Membership/Community Engagement

- Establish and maintain relationships with a wide variety of key organizations, individuals, agencies.

- Represent CCF at relevant events.
- Develop and manage membership engagement strategies and activities in concert with Advancement Committee, including social media, printed outreach, website, newsletter, and publicity.
- Collaborate with the Education Committee on targeted education programs.

Land Acquisition and Stewardship

- Assist the Land Acquisition Committee as needed, including participating in CCF negotiations with landowners in acquisition projects. Assist and support the operation of the land stewardship staff.

Finance

- Collaborate with the Treasurer and Finance Committee to develop the annual operating budget and with input from the standing committees.
- Ensure operating compliance with CCF finance and administrative policies and procedures according to best practices for not-for-profit organizations.
- Review, approve, and manage contracts with Board oversight.

Administrative

- Manage databases including QuickBooks, DonorSnap, and Constant Contact.
- Organize paper and digital files to ensure long-term retention and easy access.
- Report on activities at board and committee meetings as necessary.
- Oversee the administration of the CCF headquarters at the Mayo House including advancing public accessibility.

Qualifications and Experience

- Demonstrated ability to lead a small organization, multi-tasking, providing direction and oversight, creating a positive environment, and carrying out implementation details.
- Fundraising, grant proposal preparation, budgeting, negotiating, and development of funding sources.
- Strong written and oral presentation skills, experience in giving public presentations.
- Ability to form strong working relationships with a variety of local constituencies including property owners, donors, Board members, conservation peers, and Town officials.
- Experience in a conservation-related field, demonstrated knowledge of and passion for land preservation.
- Strong computer skills. Proficiency and working knowledge of Microsoft Office. Prior experience with QuickBooks, Constant Contact, and web building are a plus.

The position is available Feb. 1, 2022.

Please send a resume and cover letter to info@ccfinc.org

CCF is an Equal Opportunity Employer
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www.ccfinc.org