



Barnstable Land Trust Job Announcement
Administrative & Development Associate
12/28/2022

Barnstable Land Trust is a community supported non-profit organization working to conserve land and other natural resources in the Town of Barnstable and nearby areas.

We seek a part-time, experienced, and detail-oriented Administrative & Development Associate to join our team. The Administrative & Development Associate plays a vital role at BLT, supporting the organization's financial stability and growth. Candidates should have a strong belief in and support for land conservation. We are looking for an individual who is comfortable with financial, administrative, and fundraising tasks. Self-motivation, flexibility, and the ability to communicate clearly are key to this role. This leader will be a detail-oriented project manager and collegial team member.

The position reports to the Executive Director for the general administrative tasks, and to the Development Director for the development tasks. The position also works collaboratively with the other BLT staff as needed.

Barnstable Land Trust provides a supportive, creative, and motivating work environment with potential for growth. Our organization is in an exciting period of progress and looking to fill a critical position on the team.

Administrative and Financial Responsibilities

- Provide basic office management: order supplies/equipment, handle general e-mails and phone communication
- Pay bills and manage Quickbooks Online (QBO) accounts and classes
- Customize and run QBO reports as needed
- Manage software and other permissions and login information
- Maintain tax and insurance files and support annual audit
- Work with bookkeeping service providers on monthly financial reports
- Provide administrative assistance to Executive Director

Development Responsibilities

- Manage Donor Database, including donations, membership, mailing lists, appeal/campaign specifics, and general best practices
- Manage membership mailings and vendor relationships

- Support planning and execution of annual-giving appeals, membership drives and campaigns for land conservation and stewardship projects
- Support donor cultivation events and member-engagement activities by coordinating invites and RSVPs and providing logistic support
- Collaborate with Director of Development on fundraising strategy and calendar

Qualifications

- Bachelor's degree and 3-5 years' experience in development and/or finance administration or equivalent combination of education and experience
- Able to work independently, manage projects from start to finish
- Careful and detail-oriented
- Proficiency with QuickBooksOnline
- Proficiency with computer applications, including donor-database management (Little Green Light, Stripe, and MS Office preferred) and familiarity and ease with Excel
- Collaborative work style and strong organizational and communication skills

Compensation: up to \$45,000 for 30 hours per week. Flexible hours and remote work options. Position open until filled. Preferred start as soon as possible. Send cover letter and resume to Janet Milkman, Executive Director at janet@blt.org.