



Barnstable Land Trust
Director of Operations
1/2/25

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

Barnstable Land Trust has grown steadily over the past decade to meet increasingly diverse conservation needs. As organizational operations have expanded and become more complex, BLT seeks an individual with significant and successful management experience to join our highly competent and motivated team. BLT has grown to a team of 10 (2 FT/8PT) staff, owns 3 buildings (headquarters, education/stewardship barn, rental residence for staff/property caretakers) and owns/monitors 1,250 acres of conservation land. Candidates should have a strong belief in and support for land conservation.

The role reports to the Executive Director, works closely with senior staff and oversees the Office Manager. This position is part-time (20 hours/week) with potential for growth.

Barnstable Land Trust provides a supportive, creative, and motivating work environment. Our organization is in an exciting period of growth and looking to fill a critical position to enhance the organization's momentum.

The Director of Operations will lead:

- Financial Operations, including developing budgets with staff; review of monthly financial reports tracking income and expenses; work with accountant and staff to revise as needed; oversee annual audit, and reporting to public agencies;
- Buildings and Facilities Management, including developing and implementing policies and coordinating with volunteers/vendors;
- Human Resources and Administration, including managing and review of organizational policies as needed; annual staff review process; team-building;
- Oversight of organizational calendar, meeting schedules/logistics, office space and equipment;
- Preparation of bimonthly Board meeting materials;
- Oversight of Office Manager/bookkeeper and manage contracts/vendors;
- Develop annual operations goals and work plans in alignment with BLT's strategic plan;
- Maintain familiarity with BLT community programming, land acquisition efforts and land stewardship priorities and strategies;
- Project Management: supporting the Executive Director with strategic projects and initiatives;
- Other duties as assigned.

Position Qualifications:

- Significant experience managing one or more staff;
- Significant project management experience; strong communications skills;
- Familiarity with budgets and other small business operations;
- Excellent time management skills and ability to prioritize work and meet deadlines;
- Flexibility to adjust to new strategies, procedures, and tasks as the organization evolves;
- Reliability and discretion with sensitive information;
- Ability to work independently, managing projects from start to finish;
- Attention to detail and creative problem-solving skills;
- Proficiency with computer applications (MS Office, QuickBooks);
- Willingness to work a flexible schedule that may occasionally include weekends and/or evening events;
- Degree in related field or commensurate experience.

This position reports to the Executive Director. Flexible schedule for 20 hours per week with a combination of remote and in-office time; in office at least three days per week. Salary commensurate with experience (\$40,000 - \$50,000 for 20 hours).

Send cover letter and resume to Janet Milkman, Executive Director at janet@blt.org.



Barnstable Land Trust (BLT) is a community-supported, nonprofit organization dedicated to preserving open space and natural resources in the Town of Barnstable and nearby areas. BLT has protected 1,250 acres in the Town of Barnstable and supported the Town in conserving over 11,000 more. As a regional leader in collaborative land preservation and stewardship, community engagement, training, and advocacy, BLT also leverages its conservation expertise to inform local public decisions as they impact our ecosystems, community health, well-being, and quality of life. To learn more about BLT, visit the website at <http://www.BLT.org>.