



## Position Title: Executive Director (Part time 20 hours weekly)

### The Organization:

The Warren Land Conservation Trust (WLCT) is a private, nonprofit 501(c)3 all volunteer organization founded in 1987 to protect open space in Warren and keep that land undeveloped forever. The Trust preserves and restores land for the benefit of the public and the conservation of Warren's natural resources.

### Executive Director Position

Working closely with the Board of Directors (Board), the Executive Director (ED) will provide organizational leadership to grow programs, accomplish strategic priorities and goals, and passionately communicate the WLCT's mission and accomplishments to internal and external stakeholders. As the organization's first paid staff, the ED will have responsibility for WLCT's programmatic and administrative activities ensuring that the organization's funding sources match its achievements and ambitions and developing opportunities for collaborative partnerships in pursuit of WLCT's vision.

- The Executive Director reports to the President and the Board of Directors, manages volunteer committees, donor relations and ongoing organizational operations.
- Works with the Board to develop clear and achievable strategic priorities to accomplish WLCT's mission and vision.
- Supports and grows WLCT's effective collaborations with public agencies, local governments, and other organizations.
- Identifies and cultivates new partnership opportunities.
- Develops strategies and opportunities to continue to grow WLCT's stewardship capacity.
- Leads discussions with property owners regarding conservation options.
- Through enhanced outreach and marketing, creates and promotes a strong organizational identity that conveys the vision, mission, and strategic priorities of WLCT.
- Grows membership.
- Identifies and pursues new opportunities for fundraising

### Experience and Qualifications:

- The ideal candidate will be a leader who is good at both fundraising and managing a 501(c)3.
- Experience working with a land trust or other environmental organization preferred.
- The ED will have a track record of results in diverse, relevant contexts.
- A passion for WLCT's mission is essential.
- Savvy with technology and social media.
- Ability to build trust, credibility, and relationships with a broad range of people.
- 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.
- Knowledge of Warren preferred.

## Job Details:

- The start date will be mutually agreeable, however as soon as possible would be our preference.
- Salary between \$20,000 - \$25,000 a year for 20 hours a week.
- Hours can be flexible and most of the work will be done remotely.
- Wages will be paid bi-weekly, with all applicable withholdings and direct deposit is an option.
- The Board has a standing monthly meeting (currently via Zoom) the second Wednesday of the month at 7PM.

## How To Apply:

Send a letter of interest with attached resume to:

Warren Land Conservation Trust  
P.O. Box 565  
Warren, RI 02885

[warrenlctri@gmail.com](mailto:warrenlctri@gmail.com)

For questions, contact Rock Singewald at 443-980-5601.