



Northwest Connecticut Land Conservancy

PROTECTING LAND AND WATER FOR PEOPLE, FOR WILDLIFE, FOREVER.

PROGRAM ADMINISTRATOR

About Northwest Connecticut Land Conservancy (NCLC)

Northwest Connecticut Land Conservancy is a nonprofit, regional conservation organization working with the communities of Litchfield and northern Fairfield Counties to safeguard natural and working lands, public recreation areas, and drinking water resources forever. Founded in 1965, NCLC is the largest land trust in Connecticut, protecting 12,500 acres (and growing) of vast, connected natural areas. NCLC's conserved lands include 21 public hiking preserves, 40 working farms, and over 3,000 acres of habitat for rare and endangered species.

NCLC believes in connecting people to nature through public access to wildlands and free educational programming for all ages. NCLC is also a dedicated conservation partner and service provider, assisting the work of local land trusts and regional partners through funding and technical assistance for acquisitions and stewardship, as well as providing shared staff. To strengthen the region's capacity to conserve high-quality conservation lands and ensure the permanence of those conserved lands for the future, NCLC merged with Brookfield Open Space Legacy in 2019 and Naromi Land Trust in 2020.

In recognition of its exceptional work, NCLC is a nationally accredited land trust, and has received the state's highest land trust award for land preservation from the Connecticut Land Conservation Council, an EPA Environmental Merit Award for its outstanding commitment to protecting the natural environment, and a Working Lands Alliance Pathfinder Award for its significant contributions to educating the public about the importance of farmland preservation.

Position Description:

The Program Administrator works with the Executive Director and other staff to support NCLC's administrative, financial and communication needs. The position also acts as primary administrative support to the Executive Director.

Duties and Responsibilities:

Office Administration

- Greet visitors and provide in-person visitor reception.

- Answer telephones, along with other staff, and forward messages and requests for information to appropriate personnel.
- Manage the office's phone system, photocopier, printers, and other office equipment.
- Manage relationships with vendors related to telecommunication, internet, photocopier, and other office equipment.
- Serve as a liaison with NCLC's IT consultant, helping to ensure staff computer and technology needs are met and tracking IT account information and records.
- Assemble materials and take minutes for board, council, and committee meetings.
- Send and retrieve mail daily and submit new mail to Executive Director for distribution.
- Order and maintain office and administrative supplies.
- Assist the Executive Director in the filing and recordkeeping, and the preparation of bookkeeping materials.
- Maintain NCLC staff, board, contractor, and key constituent contact lists.
- Understand and abide by Land Trust Standards and Practices as it pertains to job function.

Development and Financial Support

- Oversee the timely processing of all contributions and processing donor acknowledgement letters within 24 hours of receipt of gift.
- Assist in updating and maintaining the accuracy of NCLC's donor database.
- Assist with the development of donor database queries, proofing accuracy of results, and developing mailing lists.
- Assist and provide administrative and logistical support for NCLC events.
- Perform monthly comparisons between ResultsPlus and Quickbooks contribution reports.
- Assist in gathering information for NCLC's annual audit.

Administrative Support to the Executive Director

- Manage the Executive Director's calendar, availability, and coordinate meetings as directed.
- Compose correspondence (letters, memos, e-mail) on behalf of the Executive Director.
- Compile and submit expense reports.
- Conduct internet research and create PowerPoint presentations when necessary.

Reports to:

Executive Director and Membership Engagement Manager

Salary and Benefits:

This is an equal opportunity, part-time, non-exempt position located in Kent, CT. NCLC is a collaborative and supportive work environment that encourages and inspires professional growth.

Qualifications*Preferred Qualifications*

- BA/BS college degree.
- 5 years of experience in the administration of an office environment.
- Familiarity with community-based nonprofits and a strong commitment to land conservation.

Minimum Qualifications

- Excellent written and oral communication skills.
- Excellent organizational abilities, attention to detail, promptness, and dependability.
- Demonstrated ability to work well with others, including with a variety of constituencies, including staff, board members, volunteers, donors to the organization, and the general public.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information.
- Ability to work some non-standard hours, including evenings and weekends.
- Ability to coordinate multiple projects simultaneously and set and meet deadlines.