Northwest Connecticut Land Conservancy

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

PARTNERSHIP PROGRAM MANAGER

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 over 14,400 acres (and growing) of vast, interconnected natural areas. NCLC's conserved lands include 31 public hiking preserves, 56 working farms, 60 miles of rivers and streams, and over 3,000 acres of habitat for rare and endangered species.

NCLC is committed to connecting people to the land through public access, stewardship, and educational programming for all ages. In addition to advancing its own ambitious land protection program, NCLC serves as a conservation partner and service provider, supporting local land trusts and regional partners through funding, technical assistance, shared staffing, and transaction support. To strengthen long-term conservation capacity in the region, NCLC has strategically expanded through mergers with Brookfield Open Space Legacy (2019), Naromi Land Trust (2020), and Candlewood Valley Regional Land Trust (2025).

NCLC is a nationally accredited land trust, first accredited by the Land Trust Accreditation Commission in 2015 and re-accredited in 2020. The organization has been recognized for excellence in land conservation with Connecticut's highest land trust award from the Connecticut Land Conservation Council, an EPA Environmental Merit Award, and a Working Lands Alliance Pathfinder Award for leadership in farmland preservation and public education.

Position Description

The Partnership Program Manager serves as a key leader in NCLC's efforts to strengthen regional conservation capacity and support local land trusts and conservation partners. The position serves as a primary point of contact for partner organizations throughout NCLC's service area; coordinates NCLC's advisory councils, trainings, workshops, conferences, and networking events; manages partner communications and NCLC's acquisition grant program for partners.

The Partnership Program Manager works closely with the Director of Operations & Finance, partner organizations, public agencies, conservation nonprofits, and community leaders to advance shared conservation priorities. The position supports implementation of NCLC's merger programs, develops resources and programs that strengthen local conservation organizations, and helps build a more connected and effective regional conservation network.

Duties and Responsibilities

Partner Services and Capacity Building

- Plan and implement trainings, workshops, conferences, webinars, and educational programs for conservation partners.
- Develop resources, tools, and technical assistance opportunities that strengthen partner organizations.

- Identify opportunities to expand conservation capacity and collaboration throughout the region.
- Maintain regular communication with partner organizations regarding funding opportunities, trainings, emerging issues, and shared priorities.
- Assist local land trusts and conservation organizations in identifying organizational needs and accessing available resources.

Acquisition Grant Program Administration

- Manage NCLC's acquisition grant program and related partner funding initiatives.
- Coordinate grant application processes, review procedures, award recommendations, and reporting requirements.
- Monitor project progress and ensure compliance with grant agreements and organizational policies.
- Prepare grant program reports and recommendations for staff, committees, funders, and the Board of Directors.
- Assist partner organizations in understanding funding opportunities and project requirements.

Regional Partnerships and Outreach

- Represent NCLC at partner meetings, public meetings, conferences, trainings, and regional initiatives.
- Develop and maintain productive relationships with local land trusts, conservation organizations, public agencies, municipalities, and other stakeholders.
- Coordinate partner communications, including newsletters, announcements, meeting summaries, and resource sharing.
- Promote collaboration among organizations working on shared conservation priorities.
- Assist with public communications regarding regional conservation initiatives and partnership accomplishments.

Merger and Organizational Development Support

- Coordinate and support NCLC's advisory councils, including meeting planning, communications, member engagement, follow-up, and implementation of appropriate council priorities.
- Support senior staff in implementing NCLC's merger and partnership program, including assisting with organizational assessments, due diligence, integration planning, and transition activities.
- Coordinate meetings, schedules, records, and communications associated with merger and partnership initiatives.
- Lead and coordinate events and community engagement in merger communities, working as appropriate with NCLC advisory councils, staff, and local partners.
- Provide light stewardship support in merger communities, including walking trails, identifying routine stewardship needs, and helping organize volunteer work days.
- Assist in evaluating opportunities for future partnerships and strategic collaborations.

- Maintain strong relationships with volunteers, community leaders, municipal officials, partner organizations, and other stakeholders in merger communities

General Organizational Sustainability

- Work in partnership with colleagues, partner organizations, members, and the community at large to build a welcoming, successful, and respected community institution.
- Maintain familiarity with the organization's governing documents (mission, bylaws, strategic plan, policies, etc.).
- Keep current on all aspects of Land Trust Standards and Practices as they apply to job function.
- Support strategic planning and organizational growth initiatives.
- Support the organization's philanthropic efforts by participating in member events, donor visits, communications, and gift solicitations.
- Travel primarily within Connecticut, as well as some evening and weekend hours, is required.

Reports To

Director of Operations & Finance

Salary and Benefits

NCLC is a collaborative and supportive work environment that encourages and inspires professional growth. NCLC offers a competitive salary and comprehensive benefits package. The annual salary range for this position is $50,000–60,000 depending on experience. NCLC offers full-time employees paid vacation, holidays, personal, and sick leave. NCLC pays 95% of health, life, vision, and dental insurance for full-time employees and contributes to a retirement plan.

This is an equal opportunity, full-time, exempt position located in Kent, CT.

Preferred Qualifications

- Experience working with land trusts, conservation organizations, nonprofit organizations, or public agencies.
- Experience planning trainings, workshops, conferences, or educational programs.
- Experience administering grants or funding programs.
- Familiarity with nonprofit governance, board development, or organizational capacity building.
- Knowledge of current issues and trends in land conservation and environmental nonprofits.

Minimum Qualifications

- Bachelor's degree in environmental studies, nonprofit management, public administration, communications, planning, education, or a related field.
- Three to five years of relevant professional experience or equivalent combination of education and experience.
- Strong project management and organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- Experience coordinating meetings, events, and collaborative initiatives involving multiple stakeholders.
- Ability to work independently while managing multiple priorities and deadlines.
- Proficiency with Microsoft Office applications, database systems, and virtual meeting platforms.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of organizational information.
- Valid driver's license and reliable transportation.
- Ability to work some non-standard hours, including evenings and weekends.