



## Community Engagement and Development Associate

<b>Location:</b>	New Canaan, CT
<b>Status</b>	Part-time (20 hours/week), exempt
<b>Reports to:</b>	Executive Director
<b>Application Closing:</b>	September 16, 2022 at 5:00 pm

### About the New Canaan Land Trust

The New Canaan Land Trust (NCLT) is a nationally accredited non-profit land conservation organization, operating in New Canaan, Connecticut. Founded in 1967, NCLT protects nearly 400 acres of open space, ranging from single-acre wetlands to 45+ acre preserves with diverse habitats. NCLT is the largest private landowner in New Canaan and works to add to its portfolio of protected lands through donation and strategic acquisitions.

NCLT is driven by its mission to engage the New Canaan community in the conservation and stewardship of open space. Approximately half of NCLT's acreage is open to the public, with over 6 miles of trails across 10 of NCLT's largest preserves. Events, internships, volunteer opportunities, and other community programs help to strengthen the New Canaan community's connection with NCLT's special places.

### Overview

NCLT has an immediate opening for an enthusiastic and self-motivated Community Engagement and Development Associate to bolster its connection with its constituents and community and inspire their support of its work. The ideal candidate will have a passion for engaging diverse audiences in events, projects, and programs related to land conservation and environmental stewardship, and supporting the land trust's fundraising activities. Current events and programs include guided walks and lectures, partnerships with other like-minded organizations in and around New Canaan for larger events, and a small but growing volunteer program. The Associate will be expected to build upon these programs and to expand NCLT's reach and impact.

Applicants must be deeply committed to NCLT's mission and be excited about engaging with individuals and partners about land conservation in Fairfield County, Connecticut. The Associate will not manage paid staff but will have substantial interaction with NCLT's Board of Directors, committee members, volunteers, and program participants.

### Key Responsibilities

#### Events and Programs (50%)

- Collaborate with NCLT team members to develop and implement an annual community engagement plan that supports the organization's mission, goals, and objectives.
- Identify new opportunities for community engagement and bring proposals for new programs to their supervisor.
- In coordination with NCLT's events committee, develop an event about each month to bring residents and guests to NCLT nature preserves, and 2-4 larger seasonal events per year that engage the New Canaan community with NCLT's mission.



- Ensure successful events and programs by creating and monitoring registration systems; coordinating logistics with presenters, venues, and/or caterers; communicating with guests; and engaging volunteers when additional capacity is needed.
- Explore new opportunities for community engagement through partnership with non-profits or community groups in and around New Canaan, especially land trusts in surrounding towns.
- Support the summer intern program coordinator by arranging field trip venues with NCLT partner organizations.
- Develop and deliver educational presentations about NCLT to local community groups.

#### Fundraising (25%)

- Assist and support in designing, developing, and coordinating fundraising events.
- Maintain Little Green Light donor and volunteer database.
- Assign major donors to the Board of Directors and supervise periodic communications to donors by boardmembers.

#### Volunteer Management (20%)

- In coordination with NCLT's committees, identify opportunities for volunteers to support NCLT's programmatic and administrative needs.
- Liaise with community groups interested in volunteering (scout troops, service organizations, high school clubs, etc.) to identify and execute volunteer projects that fit their needs.
- Coordinate volunteers, prepare volunteer job descriptions, manage volunteer communications, and assist with administrative matters; track volunteers and their hours in Little Green Light database; collect and file signed volunteer waivers.
- Create land stewardship "Trail Crew" to perform weekly maintenance tasks on NCLT preserves by building on NCLT's existing volunteer list and by identifying and attracting new volunteers.
- Encourage continued volunteerism by developing events to recognize and thank volunteers for their service.

#### Other (5%)

- Provide regular updates to the Executive Director.
- Maintain, prepare, organize and distribute reports and communications with the Board.
- Participate in committee meetings and Board meetings, as appropriate.
- Collaborate with Communications Associate to promote volunteer activities.
- Other duties as assigned.

#### **Experience and Skills**

- A Bachelor's Degree or 3+ years of relevant work experience.
- 3+ years' experience with event planning and/or volunteer management.
- Familiarity with New Canaan, CT community a plus.
- Proficiency with Microsoft Office and/or Google suite of products required; Experience with Little Green Light or similar donor database very helpful.
- Excellent written and verbal communication skills, organizational skills, and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Disciplined self-started, capable of working independently or as part of a team.



- Natural relationship-building skills.
- A valid driver's license and able to pass a background check (CORI and SORI).

### **Work Schedule and Location**

This is a part-time (20 hours per week), salaried position, based out of NCLT's office in downtown New Canaan, Connecticut. NCLT allows for remote work and flex-time, following supervisor approval. This position will require occasional work during evenings or weekends (1-3 times per month, pending event/program schedule), which can be substituted for work during the regular work week.

### **Compensation and Benefits**

- Starting salary of \$20,000 - \$25,000, commensurate with experience.
- Employer match on SIMPLE IRA contributions.
- Generous paid time off and flexible work schedule, including option for remote work.
- Professional development opportunities, including attendance at regional and national professional conferences.
- NCLT does not currently offer health benefits.

### **How to Apply**

Please send a resume and cover letter, combined into a single PDF, to [info@newcanaanlandtrust.org](mailto:info@newcanaanlandtrust.org). Only complete applications sent to this address will be considered. Applications will be reviewed on a rolling basis and will be accepted through September 16, 2022 at 5:00 pm. We will not respond to unsuccessful candidates. No phone calls, please.

*The New Canaan Land Trust is an equal opportunity employer.  
We celebrate diversity and are committed to creating an inclusive work environment for all employees.*