

March 2026

JOB ANNOUNCEMENT

Administrator and Outreach Coordinator Groton Conservation Trust

The Groton Conservation Trust (GCT), a local non-profit organization with more than 2,000 acres of conserved land, is seeking a 20-hour/week staff person with a strong interest in the environment to serve as this organization's only paid staff employee, beginning in May.

Reporting to the President of the Board of Trustees and working primarily with volunteer Trustees, this person will support and administer the organization's activities and initiatives, while partnering with the Board (and key subcommittees) to carry out strategic programming goals.

The candidate will be able to handle multiple responsibilities and prioritize work independently, relating well to members, trustees and volunteers. A high level of integrity is required due to financial matters.

For more details please see our website posting at <http://gctrust.org> and email job@gctrust.org with a brief introduction and resume.

Management and administrative responsibilities include (but are not limited to):

1. Working with the Membership/Communications including:
 - a. Developing outreach, engagement and communication strategies, further strengthening the GCT brand
 - b. Creating acknowledgements for all financial donations and working with officers to ensure timely signatures
 - c. Facilitate donor relations including coordinating with trustees
 - d. Growing membership, organizing educational and outdoor activities, and providing a visible and professional presence for the Trust
 - e. Collaborating with local and regional environmental organizations

2. Working with the Finance Committee including:
 - a. Retrieving checks from the mail and depositing them; advising potential donors on the available means of donation (e.g., check, EFT, etc.)
 - b. Processing donations of different types including deposits in appropriate account, recording in Little Green Light, and advising the treasurer, president, and finance committee on status of donations
 - c. Maintaining files and archives
 - d. Ensuring compliance with legal and regulatory requirements
 - e. Keeping donor financial records and database current

3. Working with the Land Protection Committee including:
 - a. Helping to track and document land protection projects including fee acquisitions and accepting/granting of Conservation Restrictions

- b. Ensuring compliance with Trust policies on document storage

Job Skills and Experience Required

- Proficient in Microsoft Office and Google Suite
- Able to learn specialized GCT application software
- Digital skills to support a robust social media presence
- Excellent public presence and ability to work easily and effectively with Trustees, volunteers and the public

Helpful Job Skills and Experience

- Background in environmental science and/or land management or willingness to learn these critical skills
- Member database management - Little Green Light
- Wordpress experience for website maintenance a plus
- Constant Contact experience for electronic newsletters a plus
- Knowledge of basic bookkeeping and Quickbooks
- Experience with nonprofits a plus
- Familiarity with Groton

Time Requirement

- 20 hours per week
- Regular office hours at least part of the week
- Attend evening GCT monthly meetings and critical Committee meetings
- Attend and assist at GCT events as required

Personal Characteristics

- Strong interpersonal and communication skills (verbal and written)
- Commitment to land conservation and the mission of GCT
- Ability to work independently and self-manage effectively
- Ability to work well with individuals and partner organizations
- Strong organizational skills
- Flexibility

Groton has a rich and growing conservation community consisting of several organizations that fosters land preservation, education, and recreation. Over 35% of the town is under conservation and we believe that this position is an exciting opportunity to contribute to preservation and enjoyment of the environment.

The Groton Conservation Trust is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.