

Mississippi Madawaska Land Trust

Administrator

Mississippi Madawaska Land Trust, a local charity based in Carleton Place, protects beautiful wilderness properties in our area where nature flourishes and the community can experience it in all its diversity.

We are seeking an Administrator who is highly motivated, an energetic self-starter with a strong interest in our natural heritage. The Administrator:

- uses the Basic Funder software for setting up and maintaining information pertaining to donations and tax receipts, memberships, volunteers and electronic mailing lists;
- actively participates in all fundraising, event organization and preparation of grant proposals;
- manages and updates MMLT's website and social media sites;
- works closely with the Board of Directors and its committees in the areas of volunteer and membership development;
- works closely with the bookkeeper and treasurer to maintain financial records, to handle the banking and record keeping aspect of all revenues;
- with input from the Fundraising and Communications Committee, prepares newsletters, brochures, ads, press releases and other communication materials;
- administers day-to-day MMLT operations.

The successful candidate has:

- superior organizational skills and is detail oriented;
- the ability to effectively multi-task;
- excellent computer skills including all aspects of Microsoft Office, with familiarity with GIS mapping software an asset;
- experience with databases and data entry;
- experience with website management, ideally using WordPress;
- strong communication skills both verbal and written;
- a demonstrated ability to build relationships with a wide array of individuals.

REWARDS

- The chance to help ensure there will always be wilderness areas in the Mississippi and Lower Madawaska watershed for the benefit of future generations.
- The opportunity to operate with a degree of independence with people who share a common passion for conservation and the environment.

COMPENSATION

Funding for this position comes through project grants, private donations, and other funding avenues. The starting salary is commensurate with skills and experience, and future raises will reflect performance and contribution. For 2019, the position is for a four-day week.

For further information, please contact Mary at mmltstaffing@gmail.com

TO APPLY:

- 1) write a cover letter that details why you are interested in this position and how your experience and skills are relevant;
- 2) Send your resume with the cover letter to mmltstaffing@gmail.com;
- 3) If we are satisfied that there could be a long-term fit for all parties, we will contact you for an interview at our office;
- 4) We may then request references to assist in our final decision making.

The application accompanied by resume is due no later than Monday, February 4, 2019 at 4 p.m., and the proposed start date is March 4, 2019. The position will remain open until filled.