

**Connecticut Land Conservation Council**  
**Job Description - Program Coordinator**

**Position title:** Program Coordinator  
**Reports to:** Executive Director  
**Position term:** Full-time position, 30-35 hours with benefits and a negotiable weekly schedule, commencing 6/1/17. The position requires extensive travel within the state of Connecticut, including evenings and some weekends.

**Overview:** The Connecticut Land Conservation Council (CLCC) advocates for land conservation, stewardship and funding, and works to ensure the long-term strength and viability of the land conservation community in Connecticut. As the state's land trust service center, CLCC serves the land conservation community as its voice and face in state government, as its facilitator and guide, as its convener to help solve problems and share knowledge and experience, as a service provider of technical assistance, and as a leader to ensure that conservation interests are permanently protected.

CLCC was created in 2006 by the merger of two existing and well-known programs: the Land Trust Service Bureau (LTSB), which was organized in 1980 to provide technical support to land trusts, and the Land Conservation Coalition for Connecticut (LCCC), which was organized in 1987 to serve as the advocacy arm of the land conservation movement. The consolidation of these two organizations into CLCC provided the conservation community with an effective statewide land trust service organization that works to realize the core missions of both programs in a unified and more effective approach. CLCC has operated as an unincorporated association overseen by a 19-person Steering Committee comprised of representatives from conservation organizations throughout the state. In 2010, the Steering Committee entered into a fiscal sponsorship agreement with the Connecticut Forest & Park Association (CFPA), the state's oldest conservation organization.

CLCC hired its first Executive Director in May 2010 to carry out its current activities and services and to implement strategies for becoming a more effective land trust service organization for the state's conservation community. In 2014, CLCC added a 15-hour/week communications coordinator to its staff.

**Summary of Position:**

CLCC's Program Coordinator position offers an exciting opportunity to play a leadership role in Connecticut's land conservation community. The successful candidate must have a working knowledge or previous experience working with land trusts and the ability to build and maintain close, working relationships with diverse stakeholders in the context of complex Connecticut conservation and land use issues. The Program Coordinator will primarily be responsible for developing and managing CLCC's organizational advancement initiative, technical assistance program, and training and education programs, including the annual Connecticut Land Conservation Conference and other services to build and strengthen the capacity of the state's land trusts. Additional responsibilities include assisting with grant writing, written and electronic communications, and direct outreach to land trusts and members of the broader conservation community. The Program Coordinator will strategically work with consultants to bring a high level of expertise in all areas of support for the land trust community.

The Program Coordinator also plays an important role in fostering collaborations and building and maintaining effective partnerships among land trusts, regional conservation partnerships, other conservation organizations, and non-traditional partners to advance mutual local, regional, and state goals. In addition, the Program Coordinator will report directly to CLCC's Executive Director (ED), and work closely with Board of Directors and/or Steering Committee to implement CLCC's Strategic Plan (2016 – 2020).

#### **Objectives and Responsibilities:**

- **Enhance CLCC's leadership role/Ambassadorship** – Help establish working relationships with Connecticut's land trust community and represent CLCC at select conferences, events, land trust meetings and events, and other venues.
- **Organizational development** – Help develop, implement, and evaluate organizational development programs, including training and technical assistance programs to help land trusts and their leaders, at various levels of organizational growth, build stronger organizations. This includes: providing direct services for land trust staff, board members, and other volunteers; offering technical support and guidance on a full spectrum of issues to increase land trust capacity; fostering collaboration and stronger relationships among land trusts through regional and statewide networking opportunities; and encouraging land trust activism at the state and local government level.
- **Program management** – Assist in creating strategic programs for CLCC's members and coordinate the day-to-day implementation.
- **Trainings** – Assist the ED and/or CLCC consultants to implement training programs that increase CLCC members' capacity to meet their goals. Assist in the success of the annual Conference.
- **Regional Collaboration and Advancement Initiatives** – Assist the ED and/or CLCC consultants in facilitating opportunities for regional collaboration and land trust mergers.
- **Communications** – Assist in the development and coordination of all program related internal and external communications.
- **Administrative** – Assist with grant writing and program administration, meeting logistics, mailings, accounting, reporting and other administrative responsibilities as assigned by the ED.

#### **Qualifications and skills:**

- A minimum of two (2) years of experience working with nonprofit organizations, preferably in the land trust community.
- Strong project coordination and field management experience, including working with consultants and other contractors.
- Experience in grant writing preferred.
- Experience in event planning preferred.
- Familiarity with private land conservation techniques and land trusts.
- Exceptional oral and written communication skills.
- Demonstrated ability to plan, implement and adapt programs based upon evaluation to strengthen and enhance them.
- Ability to work and travel effectively without close supervision as part of a team in a fast-paced work environment.

- Demonstrated ability to build and sustain work teams and multi-stakeholder collaborations.
- Demonstrated ability to cultivate and maintain relationships with diverse partners.
- Willingness to travel in state up to 50%, including weekends, with some out-of-state travel expected.
- Bachelor's Degree in a related field. Graduate degree preferred.

**To apply:**

Send resume and cover letter in one .pdf document via email to [abpaterson@ctconservation.org](mailto:abpaterson@ctconservation.org) with the subject line reading "CLCC Program Coordinator Position". No phone inquiries, please.

**Application Deadline:** Applications will be accepted until 11:59pm on April 24, 2017.

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CLCC operates under the fiscal sponsorship of the Connecticut Forest & Park Association (CFPA), an equal opportunity and affirmative action employer. CFPA provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender identity, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.