



## The Newsletter of the Massachusetts Land Conservation Community

September 2, 2008

Volume 8, Number 15

Items of interest to the Massachusetts land protection community.

For more news and information, got to <http://www.MassLand.org>

Please send items of interest to [Info@MassLand.org](mailto:Info@MassLand.org)

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" More than at any other time, Mankind faces a crossroads.

One path leads to despair and utter hopelessness;

The other to total extinction.

Let us pray we have the wisdom to choose correctly."

-- Allan S. Konigsberg (b. 1935), American philosopher and religious scholar" --

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### **JOIN MLTC!**

Is your organization a member of MLTC? Check out our list at

<http://www.MassLand.org>

You can support MLTC individually by becoming a Friend. Contributions of any amount will help support our work.

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## MLTC News

### **1) 2009 GRANTS FOR WESTERN MASS. LAND TRUSTS & CONSERVATION GROUPS**

**Empowering Local Land Trusts in Western Massachusetts**  
*(Please circulate freely and widely)*

Is your western Mass. land trust or conservation group looking for grant money to help improve your organization's management procedures, or help with your stewardship and management of conservation land? The Massachusetts Land Trust Coalition is administering a grants program to help you do just that!

The maximum grant is \$10,000 and the focus area is Western Mass.; Berkshire, Franklin, Hampshire, Hampden, & Worcester counties. Land Trusts and 501(c)(3) conservation organizations with an annual budget of less than \$250,000 are eligible. You must be actively engaged in Land Protection and/or Stewardship. Application Deadline is October 30th, 2008. Applicants are required to contribute at least 5% of project total in cash.

*Preference will be given to organizations who have not previously received a grant under this program. Organizations may submit one proposal only. Examples of "other conservation groups" include watershed associations, nature centers, "Friends" groups, etc. Proposals will be considered provided that all requirements are met. Municipalities and government agencies are not eligible for this grant program.*

Funding is available for two types of projects:

- \* Improving land trust management procedures

- \* Improving stewardship and management of conservation land

*Projects receiving the greatest consideration will have these characteristics:*

- \* Emphasize partnership between local organizations and regional land trusts
- \* Bring together local organizations to share resources (staff, equipment, expertise, etc.)
- \* Demonstrate strong local support and can demonstrate a meaningful and lasting benefit to a local community.
- \* Provide volunteer opportunities for youth.

The Massachusetts Land Trust Coalition (MLTC), Mount Grace Land Conservation Trust (MGLCT) and Franklin Land Trust (FLT) are administering this grants program on behalf of a generous anonymous funder.

For an Application and Grant Guidelines, please email [info@massland.org](mailto:info@massland.org). *Do not call the Massachusetts Land Trust Coalition, Mount Grace Land Conservation Trust, or Franklin Land Trust with your questions.* You will be contacted after you have sent an email inquiry.

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## News

### **2) MLEV ENDORSES 35 CANDIDATES**

The Massachusetts League of Environmental Voters has announced endorsements of 35 pro-environmental candidates for the legislature this fall and Senator John Kerry for US Senate. MLEV's board and staff carefully evaluated all the of the candidates including their environmental records, questionnaires, interviews, and stances in the campaign. MLEV is working to re-elect 21 legislators who have been strong environmental advocates and has also made endorsements in 12 open seats, including support of 2 strong Representatives running for open Senate seats. For the list of endorsements, go to: <http://mlev.org/house.php>

### **3) LEGISLATURE FAILS TO PASS PUBLIC LANDS PRESERVATION ACT**

The formal legislative session ended without the passage of the Public Lands Preservation Act (PLPA, S. 2388). The final effort was a letter to Speaker DiMasi and Chairman of House Ways and Means DeLeo, signed by the following representatives:

Cory Atkins, Ruth B. Balsler, William Brownsberger, Christine E. Canavan, Katherine Clark, Steven D'Amico, Lori A. Ehrlich, James B. Eldridge, Anne M. Gobi, Mary E. Grant, Denis E. Guyer, Louis L. Kafka, Kay Khan, Peter V. Kocot, David P. Linsky, James M. Murphy, Denise Provost, Pam Richardson, Michael F. Rush, Tom Sannicandro, Frank Israel Smizik, Ellen Story, Benjamin Swan, Timothy J. Toomey, Anthony J. Verga, Alice K. Wolf

If any of the signers was your rep, please call or write him or her and express your appreciation. See <http://www.mass.gov/legis/memmenuh.htm> for addresses, email addresses, and phone numbers.

Special thanks go to Representatives Balsler, Smizik, and Wolf, who spearheaded the effort.

Legislators receive lots of complaints; they like to hear from their constituents that they (the legislators) have done something right. In addition, hearing from you will

help solidify support for the PLPA next session. These representatives will be a good base to start from.

#### **4) MAJOR CHANGES TO IRS FORM 990 FOR NON-PROFITS**

The IRS has significantly redesigned and revised Form 990 to be used beginning with tax year 2008 (returns filed in 2009). Some of the information previously required has been eliminated or revised; the new Form requires information not previously required by the prior form; and some information previously required of only certain types of organizations now is required of all types of organizations. Most charities and other tax-exempt organizations must file an annual informational return with the IRS to maintain their tax-exempt status. Information reported on Form 990 is made available to the public.

The new 990 basically consists of an 11-part core form to be completed by all organizations, and schedules as applicable. The IRS believes the schedules are more ordered, more focused, and will eliminate the unstructured attachments previously required but, according to the IRS, not always submitted with the return.

"These instructions are the final step in a tremendous effort to bring the Form 990 up to date and to reflect the diversity and complexity of the tax-exempt community," said IRS Commissioner Doug Shulman. "The revised form will give the IRS and the public a much better view of how exempt organizations operate. The improved transparency provided by these changes will also benefit the tax-exempt community."

Form 990 had previously not seen major revisions since 1979. The revised instructions and redesigned Form 990 can be found on this Web site.

The revised instructions, found at <http://www.irs.gov/charities/article/0,,id=185561,00.html>, feature several new tools that make it easier to answer questions line-by-line and that facilitate uniform reporting. Input from the tax-exempt community played a major role in how the new instructions were designed.

The IRS expects to release instructions to the 2008 Form 990-EZ, Short Form Return of Organization Exempt from Income Tax, in the next few weeks. As part of the phase in of the redesigned Form 990 over a three-year transition period, many organizations not eligible to file the Form 990-EZ for 2007 will be eligible to file Form 990-EZ or Form 990 for 2008. A summary of the transition period filing requirements for Form 990, 990-EZ, and 990-N is also now available at <http://www.irs.gov/charities/article/0,,id=184445,00.html>

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## Events

### **5) FOLK LEGEND TOM RUSH FUNDRAISER FOR ASHBURNHAM CONS. TRUST**

Ashburnham Conservation Trust Fundraiser  
A concert by singer/songwriter Tom Rush  
Thursday evening, September 11, 2008, 7:30-9:30 PM  
Oakmont Regional High School Auditorium  
9 Oakmont Dr., Ashburnham MA

Tickets are \$25.00 for General Admission seating.

Reserved Seating is available for Individual Sponsorship levels that begin at \$75.00 each, which will admit the ticket holder to a catered Pre-Show Reception with Tom Rush at the lovely Maguire House on the shores of Upper Naukeag Lake in Ashburnham.

Tickets can be purchased online or by going to the Ashburnham Family Pharmacy prescription counter on Main St. in Ashburnham. More details, including directions, can be found at our website [www.ashburnhamconservationtrust.org](http://www.ashburnhamconservationtrust.org) or by calling 978-827-6427.

Tom Rush (<http://www.tomrush.com/>) is a gifted musician and performer, whose shows offer a musical celebration... a journey into the tradition and spectrum of what music has been, can be, and will become. His distinctive guitar style, wry humor and warm, expressive voice have made him both a legend and a lure to audiences around the world. His shows are filled with the rib-aching laughter of terrific story-telling, the sweet melancholy of ballads and the passion of gritty blues. Enjoy a night out and help the Ashburnham Conservation Trust achieve its goal of protecting the open space and natural heritage of Ashburnham and adjacent communities.

*(Editor's Note: Tom Rush is not only a great performer and a personal favorite, but also a committed conservationist who understands land protection. The 400-acre Tom Rush Forest in Deering, NH is protected by the Society for the Preservation of New Hampshire Forests).*

## **6) 12TH MASSACHUSETTS OUTDOOR EXPO FOR FAMILIES**

Families, friends, Scouts (Boys and Girls) and other youth groups should mark their calendars for September 28, 2008 and join the fun at the 12th annual Massachusetts Outdoor Expo (Big MOE) held at the Hamilton Rod and Gun Club grounds in Sturbridge from 9AM - 4:30 PM.

The Big MOE, sponsored by the Facts About Wildlife and Nature Society (FAWNS), is a free, family-oriented event celebrating outdoor skills, nature, art and wildlife. This all-day family event is free, thanks to co-sponsors MassWildlife, Hamilton Rod and Gun Club, The Weatherby Foundation and the Worcester County League of Sportsmen's Clubs. Sportsmen's clubs, locally based outdoor related businesses, and other conservation groups sponsor a variety of skills stations, craft tables and other exhibits relating to wildlife and the outdoors. The Big MOE is the perfect opportunity to introduce young and old to outdoor skills and activities.

New activities and information tables for 2008 include: Building Your Own Duck Call, Wood Carving & Burning, Tree Stand Safety, Traps & Trapping, Make a Simple Goose Decoy, Whitetails Unlimited and Jr. Shooting Clay Teams of Massachusetts Scholastic Clays.

As in the past, impressive live birds of prey, native snakes and turtles and a beekeeper's hive will be on display. There are opportunities to scale a rock climbing wall, paddle a kayak or canoe. Try your hand at tomahawk throwing, fishing, building a bird house, or testing marksmanship skills on the airgun, rifle, shotgun or archery target ranges under safe and expert supervision. At the Nature Crafts Tent, paint your face, create an animal bracelet, make a rainstick or a headband. Observe taxidermy and Jr. Olympic air gun demonstrations and visit a New England pioneer encampment. Offerings from MassWildlife include: modern wildlife management, forestry skills and fishing. There is something at the Big MOE for the whole family. Admission to all activities and parking are free.

The Big MOE is also in need of enthusiastic, outdoor oriented volunteers willing to assist at several skills stations or to host a skill station. Clubs and other conservation organizations wishing to host a skill station or assist others at an existing station are welcome. For more information visit the FAWNS website at [www.fawnsociety.com](http://www.fawnsociety.com) or contact Gary Zima, 508/389-6314.

## **7) INFO SESSIONS ON HERITAGE LANDSCAPE INVENTORY**

The Department of Conservation & Recreation (DCR) is pleased to announce that we are bringing DCR's Heritage Landscape Inventory Program to selected communities in the Connecticut River Valley.

The following communities are eligible to apply to participate: Agawam, Amherst, Belchertown, Bernardston, Chicopee, Deerfield, East Longmeadow, Easthampton, Erving, Gill, Granby, Greenfield, Hadley, Hampden, Hatfield, Holyoke, Leverett, Longmeadow, Ludlow, Monson, Montague, New Salem, Northampton, Northfield, Palmer, Pelham, Shutesbury, South Hadley, Southampton, Southwick, Springfield, Sunderland, Wales, Ware, Wendell, West Springfield, Westfield, Westhampton, Whatley, and Wilbraham.

To learn how your community can apply to participate in the Heritage Landscape Inventory Program's Connecticut River Valley Reconnaissance Survey, please consider attending one of our two informational workshops:

Friday, Sept 5th, 9 - 10:30 a.m. at the Westfield Athenaeum Library. DCR Commissioner Richard K. Sullivan, Jr. will be launching the effort in the region at this first workshop.

Tuesday, Sept 9th, 5:30 - 7 p.m. at Greenfield Community College, Downtown Center

Please RSVP to DCR Preservation Planner Jessica Rowcroft at 617-626-1380 or [jessica.rowcroft@state.ma.us](mailto:jessica.rowcroft@state.ma.us) by Wednesday, September 3rd, if you plan to attend either workshop.

The workshop will provide an overview of the Heritage Landscape Inventory Program, the goals and methodology of the Connecticut River Valley Reconnaissance Survey, and why your community should consider applying to participate. Elected officials, municipal staff, and volunteers concerned about community land use and resource protection efforts are all encouraged to attend. A cash match is NOT required to participate in the program!

Participation in the Heritage Landscape Inventory Program will provide communities with an opportunity to assemble residents from a diverse range of backgrounds to identify special places and work toward strategies to help proactively protect the natural and cultural resources that help to define the character of their communities. To date, 96 communities in Massachusetts have participated, and have utilized the work to leverage funds for protection, pass critical bylaws, and bring new partners to the table to help pursue other protective mechanisms. Information gathered through the inventory will enable municipal leaders as well as local and regional planners to better integrate heritage landscapes into a community's strategic planning efforts. For more information on the program, please see the DCR website:

<http://www.mass.gov/dcr/stewardship/histland/histland.htm>

### **8) DINNER & DUCK BOAT TOUR, SEPT. 28**

On Wednesday, September 24, 2008, Charles River Watershed Association (CRWA) will host "Make Way for Duck Boats," a dinner and private guided river tour of normally inaccessible sites. From the dual perspective that only amphibious craft can provide, guests will learn more about our waterway and CRWA's prominent role in ensuring that redevelopment creates a healthier environment. A buffet dinner (5:30 p. m. in the Skyline Room of the Royal Sonesta Hotel in Cambridge) will kick off the evening with fellowship and a fantastic river view. Then CRWA expert guides will provide guests on the duck boats with commentary on the river's history and future.

To learn more about CRWA and our upcoming event, contact Peggy Sunshine at [psunshine@crwa.org](mailto:psunshine@crwa.org) or call 781-788-0007, ext. 235.

### **9) HEALTHY LANDSCAPING WORKSHOP, SEPT. 11, LEOMINSTER**

You can enjoy a beautiful yard without chemicals that can harm children, pets and the environment. On September 11, The Trustees of Reservations and the Leominster Mayor's Office will host a "Healthy Landscaping Workshop" from 5 - 8 p.m. at the Doyle Conservation Center in Leominster. Homeowners, home-builders and landscapers are invited to attend this free workshop to be led by Ann McGovern of the Massachusetts Department of Environmental Protection (DEP) and Ed Himlan of the Massachusetts Watershed Coalition.

The workshop is free and refreshments will be provided. There will also be a drawing for door prizes that include rain garden plants, a compost bin, and a rain barrel from the New England Rain Barrel Company.

For more information or to register, please email the Massachusetts Watershed Coalition ([mwc@commonwaters.org](mailto:mwc@commonwaters.org)) or telephone (978) 534-0379.

### **10) FALL EVENTS WITH TAUNTON RIVER WATERSHED CAMPAIGN**

The Taunton River Watershed Campaign and its ten member organizations have announced an ambitious schedule of 13 events happening in the Taunton River watershed this fall... September events are listed below. The Fall 2008 Conservation and Nature Series program flyer may be downloaded from <http://savethetauntonnow.org/index.html>

Please note: the 9/27 CPA Workshop has an early registration deadline of Friday, September 5th!

Descriptions of all programs at: <http://savethetauntonnow.org/programs.html>

\* Saturday, September 13th, 8:30 a.m. to Noon An Important Bird Area (IBA) Sampler: The Taunton River Watershed with Wayne Petersen, of Mass Audubon. Experience what makes an "Important Bird Area" so special! The IBA program was established to identify, help manage and educate the public about locations which provide essential habitat to one or more species of breeding, wintering, and/or migrating birds. The Hockomock Swamp IBA and the Assawompsett Ponds Complex IBA are outstanding examples of the rich mix of habitats and high diversity of bird species of our region. Join Mass Audubon's IBA Program director, Wayne Petersen, for a morning of birding at two of the more scenic IBAs in southeastern Massachusetts and find out why these sites have been designated as IBAs. Bring binoculars, field guide, etc. and comfortable walking shoes. The trip is free, but pre-registration is required; directions will be given at registration. Call or email Priscilla

Chapman, Taunton Watershed Advocate for Mass Audubon at (508) 828-1104 or <mailto:pchapman@massaudubon.org>.

\* Thursday, September 18th, at 7:00 p.m.: The Wetlands Protection Act, at Stonehill College Center for Non-Profit Management, 16 Belmont Street, Easton. TRWA and the Easton Conservation Commission offer a workshop for city and town boards and staff who would like a better understanding of the Wetlands Protection Act. Instructor: Michael Sites, Esq., of Easton. Michael is a practicing attorney in Brockton and is the former president of the Mass Association of Conservation Commissions. To register, call or email TRWA at (508) 828-1101 or <mailto:director@savethetaunton.org>

\* Thursday, September 25th, 7:00 p.m. Climate Change and Local Ecology in the Taunton River Watershed: at the TRWA River Center, Boyden Refuge, 1298 Cohannet Street, Taunton. Sarah Slack, Director of the Mass Audubon Oak Knoll Sanctuary, will provide new information on how climate change is already affecting local ecology. From disappearing sugar maples to thriving poison ivy, we'll examine how warmer temperatures, changes in precipitation, and higher atmospheric carbon levels are predicted to impact some important local species. We'll also discuss actions people can take to reduce the risk to themselves and to wildlife from the effects of climate change. To register, call or email Priscilla Chapman, Mass Audubon, [pchapman@massaudubon.org](mailto:pchapman@massaudubon.org) or (508) 828-1104.

\* Saturday, September 27, 8:30 a.m. to 12:30 p.m. Community Preservation Act Adoption Workshop, Bristol Aggie High School, Dighton: Action-oriented workshops to prepare you for a winning CPA campaign. To participate, you must have five or more participants from your city or town. Sample sessions include "Presenting the Basics of CPA" and "Creating your Message and Materials" Bonus: Sample materials and CPA campaign toolkit available for attendees. Registration deadline is September 5th for this event. Presenters include Kelley Whitmore of The Trustees of Reservations, Liz Gimson of the Conservation Campaign, and leaders of successful CPA Campaigns in southeast Mass. For more information, email Liz Gimson, of the Conservation Campaign at <mailto:liz.gimson@conservationcampaign.org>

### **11) MASS. RAIL TRAILS CONFERENCE, SEPT. 28**

Massachusetts Rail Trails: Linking Together 2008  
Saturday September 13, 2008, 10:00 to 3:00  
Doyle Conservation Center  
464 Abbott Road, Leominster, MA  
\$12 to cover costs of the catered lunch.

Details and agenda at:

<http://www.masscentralrailtrail.org/agenda.html>

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## Resources

### **12) FULL TEXT OF ENVIRONMENTAL BOND (WITH VETOES) ON-LINE**

Finished "War and Peace"? No golf on TV? Try this for your bedtime reading:  
<http://www.mass.gov/legis/laws/seslaw08/sl080312.htm>

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## Grants

### **13) NWF CAMPUS ECOLOGY FELLOWSHIP GRANTS NOW AVAILABLE**

Need money for green projects on your campus? Need support to get started? Help is here.

National Wildlife Federation's Campus Ecology program awards fellowship grants to undergraduate and graduate students who are committed to reduce their campus carbon footprint; projects including: greenhouse gas inventories, climate action plans, energy conservation and efficiency, habitat restoration, convening climate action gatherings and more will be considered.

Grant awards: Up to \$2000 for Undergraduate Students; Up to \$5000 for Graduate Students

Fall deadline: October 1, 2008. Additional submission deadlines throughout the year.

Visit [www.nwf.org/fellows](http://www.nwf.org/fellows) for details about the Campus Ecology Fellowship program.

### **14) 2010 FOREST LEGACY RFP DEADLINE IS SEPT. 17!**

The MA Forest Legacy Program FY 2010 Request For Proposal announcement is posted at:

<http://www.mass.gov/dcr/stewardship/forestry/other/>

The due date for Forest Legacy proposals is September 17, 2008.

Important: all project proposals must be entered into the "Forest Legacy Information System" (FLIS) by September 19, 2008 for project proposals to be considered complete and eligible for ranking by the Forest Legacy Committee. Project proponents should work with the appropriate Forest Legacy Area Sponsor to complete the data entry into FLIS.

For additional information or questions please contact:

Michael J. Fleming, CF

Regional Planner

DCR / Bureau of Forest Fire Control & Forestry

PO Box 155

Clinton, MA 01510

phone: 978-368-0126 x114

fax: 978-368-0217

e-mail: [mike.fleming@state.ma.us](mailto:mike.fleming@state.ma.us)

web: <http://www.mass.gov/dcr/stewardship/forestry/index.htm>

### **15) RECREATIONAL TRAILS GRANTS DEADLINE IS OCT. 1!**

Guidelines for the 2008-2009 Recreational Trails Grants are available and on-line at <http://www.mass.gov/dcr/stewardship/greenway/regionalGrants.htm>. The deadline for applications will be October 1, 2008.

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## Jobs & Contracts

### **16) ENVIRONMENTAL LEADERSHIP PROGRAM APPLICATION OPEN**

(Editor's Note: I am privileged to be a Senior Fellow of this program and it was one of the best training experiences I've ever had. Highly recommended!)

Applications are now being accepted for the 2009 Class of the New England Regional Network Fellowships. This is a great opportunity for you and/or others to apply for the Training Series for Emerging Leaders and become a part of our vibrant and dynamic community! The application deadline for the New England Regional Network is October 8, 2008.

The Environmental Leadership Program's New England Fellowship is an innovative program designed to build the leadership capacity of the environmental field's most promising emerging practitioners. We define emerging leaders as those who are relatively new to the environmental and social justice fields with approximately three to ten years of experience. We define "environmental" broadly to include public health, transportation policy and planning, economic development, and broad-based community organizing.

Each year, our Regional Networks select a new class of fellows to join ELP's community of environmental professionals from diverse backgrounds, sectors, and areas of expertise. The year-long program offers unique networking opportunities, intensive leadership and skills training, support, and time for personal and professional reflection. The Regional Fellowship provides an opportunity for talented individuals to have a unique and substantial impact on environmental progress in New England through collaboration with other emerging leaders.

Please click here to find out more about becoming a Regional Fellow.

<http://www.elpnet.org/greaterbostonnetwork/apply.php>

### **17) EXECUTIVE DIRECTOR, N.E. WILD FLOWER SOCIETY, FRAMINGHAM**

New England Wild Flower Society seeks a dynamic leader to fill the position of Executive Director. The Society is an award-winning independent not-for-profit organization with an international reputation for its conservation of native plants and its botanic garden and museum.

The Executive Director will report to the Board of Trustees and will be involved in strategic planning, operations management, development, public education, and advocacy. As the primary spokesperson, the Director will be a dynamic voice for conservation and horticulture and an articulate representative of the Society.

The Director will have full responsibility for the staff and operations and will help develop the board and support its active committees. Given the large volunteer base and active board, volunteer management and people skills are highly valued. Management challenges include building a cohesive program across varied disciplines and locations, sustaining communications internally and externally and effectively delegating work among staff. Fundraising will include work with the board, grants, major donors and corporate sponsors, in cooperation with a four person development team.

The Executive Director is the CEO who will demonstrate energy, optimism, and passion for native plant conservation, offer highly effective leadership and consensus

building skills with a bias toward collaboration. S/he should empower and motivate the staff, board and volunteers.

We seek a leader with strategic and tactical skills to develop systems that sustain effective operations and a director who is a sensitive and thoughtful agent for change while being a solid and experienced business manager with appropriate skills in planning, financial management, technology, and the generation of earned income.

Skills/Experience Needed:

Bachelor's degree; advanced degree preferred

Passion for the mission

Proven success in executive leadership

5+ years of board, management and development experience

Capability in annual and strategic planning

Ability to develop earned income

Strong fiscal management skills

Excellent verbal and written communication skills

Effective problem solver and decision maker who enjoys challenge

Capital Campaign and Planned Giving experience desirable

Ability to create a team and also work independently

Familiarity with and interest in conservation and/ or horticulture.

FOR MORE INFORMATION

<http://www.newenglandwild.org/jobs/executive-director.html>

TO APPLY:

Please send cover letter, resume and salary history (Word attachments only please. Email is the preferred means of communication.)

[wegmont@egmontassociates.com](mailto:wegmont@egmontassociates.com)

Egmont Associates

85 East India Row #24F

Boston, MA 02110

Fax 857-449-0011

**18) OFFICE MANAGER, ENVIRONMENTAL LEAGUE OF MASS., BOSTON**

The Environmental League of Massachusetts (ELM) is a member-based, nonprofit organization with a mission of protecting air, water, land, and environmental health for the people of Massachusetts.

ELM is looking for an experienced Office Manager for its office on Beacon Hill in Boston. The Office Manager is responsible for the smooth and efficient daily operation of our small but fast-paced advocacy organization. Two or more years of experience in office management is desired. This is a great opportunity to use your office management skills and work with a team of professionals committed to improving environmental quality in Massachusetts.

Working under the supervision of the Managing Director and the President, the Office Manager will be responsible for providing high-quality administrative support on a wide variety of tasks. He/she will be the primary database manager and will be very involved in communications and fundraising for the organization.

DUTIES & RESPONSIBILITIES

Primary Duties include:

- \* Database management
- \* Basic accounting and bookkeeping
- \* Budget preparation and oversight
- \* Meeting planning
- \* Office communications (mail, phone, email)
- \* External communications (mailings, newsletters, etc.)
- \* Development support (events, mailed appeals, etc.)
- \* Maintaining office equipment and contracts
- \* Website upkeep (strong computer skills are required, but web programming skills are not a prerequisite).

Candidates must be highly proficient in MS Word and Excel, database, email and internet software, have strong organizational and interpersonal skills, and be able to juggle competing demands while maintaining a cool head and sense of humor. Multi-tasking, flexibility and follow-through are essential qualities.

#### QUALIFICATIONS

Minimum qualifications:

- \* The candidate must be exceptionally organized and able to keep track of a multitude of documents, details, and procedures with ease
- \* Exceptional attention to detail and accuracy; 100 percent follow-through on tasks; ownership and accountability for work
- \* Enthusiastic team player with a focus on what needs doing versus what has been assigned to me
- \* Bachelor's degree preferred
- \* 2+ years relevant work experience preferred
- \* Database management experience required
- \* Knowledge of common office procedures, document editing and formatting, and meeting planning.
- \* Knowledge of basic accounting and bookkeeping procedures
- \* Competent with computer hardware and software systems
- \* Proficient in Microsoft Office (Word, Excel, Outlook, Power Point), email, and Internet
- \* Sensitivity to confidentiality and discretion in all personnel issues
- \* Strong verbal and written communication skills
- \* Willingness to learn basic Website management

Previous experience in a non-profit work environment and/or passion for environmental advocacy are a plus but not a requirement.

This job search is confidential. Do not contact our office directly.

#### COMPENSATION

Salary range is \$34,000 - \$42,000 per year depending on the skill set of the candidate and whether family versus individual medical benefits are desired. We offer excellent medical benefits, two weeks paid vacation, and 10 holidays per year.

Our office atmosphere is informal, our dress code is casual, but our work product is of the highest caliber. ELM is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, veteran status, or disability.

## APPLICATION PROCESS

E-mail a one-page cover letter and resume to Ken Pruitt, Managing Director, at [kpruitt@environmentalleague.org](mailto:kpruitt@environmentalleague.org). No phone calls, please.

### **19) COMMUNICATIONS COORDINATOR, COMMUNITY PRESERVATION COALITION**

The Communications Coordinator handles all communications-related activities for the Community Preservation Coalition, supporting the community outreach and advocacy efforts of the Executive and Associate Director and the Coalition's Steering Committee. This is a part-time position for 20 hours per week.

#### ESSENTIAL FUNCTIONS:

20% Design, maintain, and update Coalition website

5% Write and design CPA PowerPoint presentations

10% Update and maintain database for contacts, projects, membership and community info

10% Write and edit training materials, brochures, letters and other Coalition communications

20% Write and publish Coalition newsletter

20% Plan and coordinate semi-annual conferences

10% Write and issue press releases; respond to press inquiries

5% Handle periodic state campaign finance filings

#### OTHER RESPONSIBILITIES:

Performs other related duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree.

Minimum of 4 year's experience in a specifically related field.

Superior written and oral communications skills.

Able to use good judgment, take initiative, and make recommendations in resolving problems.

Excellent organizational abilities, attention to detail, promptness, and dependability.

Ability to work in a fast-paced environment.

Familiarity with the Massachusetts Community Preservation Act and/or experience in municipal or state government strongly desired.

Excellent computer skills; knowledge of Word, Powerpoint, Excel required;

Knowledge of GIS and HTML web design a plus. Schedule flexibility a plus.

#### TO APPLY:

Submit a resume and cover letter to

[katherine.roth@communitypreservation.org](mailto:katherine.roth@communitypreservation.org)

### **20) NORTHEAST LAND AGENT, MASS. DEPT. OF FISH & GAME**

The Mass. Dept. of Fish and Game seeks a Northeast District Land Agent. Position posting at:

[https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job\\_view.do?postingId=J16216&code=search.public&companyId=59](https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J16216&code=search.public&companyId=59)

This is a key land protection position with the state and DFG is looking for a talented go-getter! Applications will be accepted until 5:00 pm Monday, September 22nd.

### **21) ECOLOGIST, MASS. DEPT. OF CONSERVATION & RECREATION**

The Massachusetts Department of Conservation and Recreation is seeking to hire an ecologist. Individuals with degrees in conservation biology and related sciences as well as forestry are encouraged to apply even though these degrees are not specifically listed on the job description. Position description at:

[https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job\\_view.do?postingId=J16007&code=search.public&companyId=53](https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J16007&code=search.public&companyId=53)

## **22) EXECUTIVE DIRECTOR, GEORGES RIVER LAND TRUST, ROCKLAND, MAINE**

Georges River Land Trust seeks a full-time Executive Director to lead the organization in achieving its mission to conserve and steward the natural resources and traditional character of the St. George River watershed for the public benefit. The GRLT service area encompasses river, coastal and highland landscapes of exceptional natural beauty and habitat diversity, with productive farmland, forests and fisheries. The area offers an abundance of outdoor recreational activities as well as vibrant communities with rich cultural resources.

Over the last three years, GRLT has experienced dynamic growth with expanded organizational capacity and increased conservation results. Over 1500 acres of lands are now under conservation and the developing Georges Highland Path system provides over 37 miles of hiking trails connecting people with the land. GRLT is known for its inclusive approach to community involvement in conservation with a strong volunteer presence in all aspects of its programs.

The GRLT Board seeks an Executive Director who is an experienced and seasoned leader with vision, passion and a background of accomplishment in land conservation. The position requires skills in strategic thinking, financial analysis and knowledge of land conservation policies, tools and negotiation methods. GRLT seeks a professional who values and is effective in creating strong partnership relationships with board and staff, and in nurturing long-term organizational relationships with landowners, donors, local citizens, other key constituencies and the greater land trust community. Knowledge of development is a key component of the position including successful experience in endowment planning and implementation of capital campaign fund-raising. GRLT offers a competitive salary and benefits and is an Equal Opportunity Employer.

Applicants may email [info@grlt.org](mailto:info@grlt.org) cover letter and resume. The GRLT office is located at 8 North Main Street, Suite 200, Rockland, ME 04841.

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## Miscellany



## **22) NEW "LAND & WATER" PLATE SUPPORTS LAND PROTECTION - ORDER TODAY!**

The Massachusetts Land Trust Coalition has been working with the Massachusetts Environmental Trust to establish a new "Land and Water Conservation" license plate program. The Trust's experience with license plate programs has demonstrated that this can be a stable and sustainable source of funding for land protection.

The Registry of Motor Vehicles requires that 3,000 plates be pre-ordered and held with checks sent in advance, before they will put this plate into production. Once the 3,000 checks are received, they will ship the plates to the vehicle owner. If the 3,000 plates are not sold in a year, they return the checks.

Please contact Bill Hinkley at MET for additional information about the plate or the program in general. He can be reached at 617.626.1177 or [william.hinkley@state.ma.us](mailto:william.hinkley@state.ma.us)

ORDER FORM & MORE INFO:

<http://www.masslandandwater.info/>

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