



JOB ANNOUNCEMENT: DEPUTY DIRECTOR (FULL-TIME) November 2020

The Monadnock Conservancy, a nonprofit conservation land trust serving the Monadnock region of southwestern New Hampshire, seeks qualified candidates for the full-time position of deputy director to join a staff of nine based in our Keene, New Hampshire office. The deputy director works alongside and under the leadership of the executive director, performing a variety of executive, administrative, human resources, financial, and programmatic duties.

Founded in 1989, the mission of the Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. Every year, we help conserve hundreds of acres of the forests, farms, wildlife habitat, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire to be accredited by the Land Trust Accreditation Commission (in 2008), we have protected more than 21,000 acres in 29 towns since 1989, and we deliver a variety of recreational, educational, and community outreach programs throughout the year.

The deputy director is a critical member of the leadership team, providing flexible managerial, administrative, and programmatic assistance to the executive director. Reporting to the executive director, he or she ensures the organization's seamless operation through administration of finances, financial reporting, facilities, IT, human resources, and other operational dimensions. The deputy director also provides continuity of leadership, overseeing the staff and programs and representing the organization externally in the executive director's absence. Finally, he or she fields and may lead unique or emergent opportunities that fall outside existing defined program areas of other staff, yet which may be critical to the Conservancy's advancement and mission success.

The successful applicant will demonstrate strong communication skills, independence, initiative, systems-thinking, attention to detail, and a proven track record of management achievement. An ideal candidate is someone who has multiple years of experience in project or program management at a land trust or comparable nonprofit, yet who now seeks career advancement toward an executive-level position.

Core Responsibilities

Executive

- In collaboration with the executive director, provide routine oversight and problem-solving assistance to the staff.
- Serve as stand-in executive director in his or her absence, providing staff leadership and representing the organization before donors, partners, and the general public.
- Assist the executive director in the development of, and monitor progress against, strategic plans, operating plans, and staff work plans.

Programs

- At the direction of the executive director, initiate, develop, delegate, and/or lead selected new or strategic projects or initiatives that fall outside the bounds of existing staff descriptions.

Management & Administration

- Administer employee benefits, including new enrollments, annual renewals, assessment of pricing and coverage, and regulatory compliance.
- Lead an overhaul of the employee handbook of employment policies and related provisions.
- Coordinate all IT functions, including purchase, setup, and decommissioning of computers and other hardware; network security and administration; secure data backup; purchase and installation of software; and management of subscriptions and vendors. Ensure staff receive needed assistance and training with computer problems.
- Manage and program the telephone system, including training staff in system functions.
- Manage landlord relations and facilities issues, including a potential future office space expansion or relocation.

Finance

- Reconcile monthly investment portfolio statements with internal fund balances.
- Manage and track unrestricted, donor-restricted, and board-designated fund balances.
- Prepare regular financial reports for the Board of Trustees and Finance Committee.
- Working with the Conservancy's accountant, manage all phases of the annual financial audit and state and federal information returns, including assembling data and documents, producing confirmation letters, drafting narrative statements, and editing draft statements and forms.
- Manage the organizational chart of accounts in QuickBooks.
- Direct, supervise, and hire (when needed) a contract bookkeeper to administer payroll, book deposits and expenses, and pay invoices.
- Approve and code bills and invoices for payment by the bookkeeper.

Board Relations

- With the Board leadership and executive director, plan monthly board meeting agendas and assemble and distribute meeting packets.
- With the Board leadership and executive director, plan and execute regular trustee orientations and associated trainings.

Other duties as assigned

Minimum Qualifications

- 4+ years of project or program management experience with land trusts, other nonprofits, institutions, or businesses, including management of subordinate staff. Land trust/nonprofit experience is strongly preferred but not mandatory.
- Familiarity with and experience preparing standard financial reports, including budgets, profit & loss statements, and balance sheets.

- Familiarity with the conventions of nonprofit accounting, including management of restricted funds and grants.
- Excellent computer skills, including Windows and Microsoft Office. Familiarity with IT systems and networks may be substituted with a proven ability and confidence to “figure it out.”
- Excellent oral and written communications skills, including confidence and skill in public speaking.
- Proven ability to work independently and with a passion for initiating new projects and systems.
- Ability to manage multiple complex projects and relationships at once.
- Compassionate, trustworthy, collegial, and confident demeanor.
- Personal passion for land conservation and its importance to human quality of life.
- Appreciation for the importance of diverse community engagement and broad public support to successful land conservation.
- Open, critical, and humble mind; respect for opposing viewpoints.
- Patience, positive attitude, and sense of humor.

Working Conditions

Work will be based out of the Conservancy’s dog-friendly office in Keene, though remote work may be possible or required in light of COVID-19. Dependability and regular attendance, whether in-office or remotely, are mandatory. Occasional attendance at evening and weekend events and meetings may be required (average 6 to 10 days per year). Periodic local travel and a personal vehicle are required.

Compensation

This position is full-time and salaried. Starting compensation range is \$65,000 to \$70,000 per year, commensurate with experience. Benefits include paid medical and vacation leave, paid holidays, group health insurance (including dependents), retirement plan eligibility, and employer-paid term life and disability insurance.

To Apply

The position is open until filled, with a target start date of March 1, 2021, or sooner. Send a resume, cover letter, and three professional references **by December 31, 2020**, to deputysearch@MonadnockConservancy.org. Questions will be accepted at this address.

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status. www.MonadnockConservancy.org