



American Friends of Canadian Land Trusts

Request for Proposals

Part-Time Contract

Project Manager

American Friends of Canadian Land Trusts

Scope of Work

The American Friends of Canadian Land Trusts (AFoCLT) is seeking a part-time project manager or coordinator for an initial six month contract. AFoCLT is a cross-border land conservation organization that aims to protect important natural areas in Canada owned by U.S. residents, and to support the conservation work of Canadian land trusts. The project manager will assist with the cash donations, land and easement donation transactions as well as serve as a single point of contact and face for the organization.

Responsibilities

The responsibilities of the project manager will include:

- Managing and tracking cash, land and conservation easement donation projects;
- Prioritizing, overseeing and, as appropriate, delegating project and fundraising tasks to board;
- Maintaining records for the projects and AFoCLT in general;
- Serving as the single point of contact for AFoCLT including responding to inquiries from donor or recipient organizations, contacts and potential funders;
- Overseeing and, as appropriate, delegating basic financial and administrative tasks, such as banking, correspondence, letters of acknowledgement, and tracking accounts; and
- Identifying fundraising opportunities, tracking RFPs and overseeing (delegating to board as appropriate) proposal writing.
- Managing the Director's access only" Google website with the support of the Chair of the Communications Committee
- Managing the public AFoCLT website with the assistance of the Chair of the Communications Committee

Required Skills

- Experience in private land conservation programs (land securement and stewardship);
- Ability to work independently;
- Effective management, delegation and coordination skills;

- Excellent written and oral communication;
- Facility with all forms of electronic communication including website maintenance;
- Friendly and engaging personality;
- Organized and detail oriented.
- Empathetic, good listener

Position Description

Reporting to the President and, where applicable, the Chairs of the standing committees (Land, Fundraising, Communications and Governance), this position will be for an initial 6 month contract, on a part-time basis. Weekly hours will vary over time and depend on need; however, the project manager should not exceed 20 hours per week. Project manager will be responsible for assessing their own workload and determining the appropriate number of hours to work each week. Project manager must be self-sufficient in terms of office equipment and supplies, all work will be remotely.

N.B. This position could be implemented from staff within an existing land trust or similar conservation organization familiar with land donation transactions.

Application Process:

See more about AFoCLT at www.nsnd.ca/af

Please send a resume, cover letter, names/contacts for 2-professional references, and expected hourly rate to complete the work to:

Karin Grubb and Chris Baines
American Friends of Canadian Land Trusts
Email: kgrubb@blg.com and christopher.a.baines@gmail.com

Applications close November 18, 2011.