



**ROXBURY LAND TRUST**  
**Development Director Search**  
**Job Description**

Since our founding in 1970, Roxbury Land Trust (RLT) conserved almost 4,000 acres of land in Roxbury and neighboring towns. Focusing on preserving Roxbury's rich heritage, RLT conserves farms, open space, watercourses, and offers public access and education. If this sounds interesting to you, and you have relevant development experience, we welcome you to apply to be our new *Development Director*.

***The Development Director:***

- Works a flexible schedule, part-time, salaried job focusing on enhancing relationships between RLT and the important donors who sustain conservation in our area.
- Directs annual fund drive appeals, including writing materials, coordinating mailings, managing donation receipts, acknowledgements, and managing donor database.
- Coordinates specific project appeals (e.g., formerly, the Volunteers Bridge replacement at our River Road Preserve).
- Researches new donors and funding sources.
- Plans and attends special events and programs in coordination with the Development Committee.
- Coordinates online media including website, Constant Contact, Facebook, Instagram, as needed.
- Has ability and willingness to work some evenings and/or weekend hours, as needed.
- The ideal candidate is an energetic, charismatic, people-person, and a team player. This role reports to the Executive Director.

***Compensation***

The part-time, salaried position features pay commensurate with experience, two weeks paid vacation, and a flexible schedule. The job will be based primarily out of our 6 Mine Hill Road, Roxbury offices, but some remote work is possible.

***To apply***, please send via email a resume and cover letter to [ann@roxburylandtrust.org](mailto:ann@roxburylandtrust.org) This position will remain open until filled.

*RLT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression, or identity, national origin, age, disability, or genetics. RLT complies with federal and state laws governing nondiscrimination in employment.*