

**Lower Shore Land Trust**  
**100 River Street**  
**Snow Hill, MD 21863**  
**443-234-5587**

**Program and Development Coordinator -Position Description**

**Background**

The Lower Shore Land Trust (LSLT), a non-profit, charitable organization based on the Eastern Shore of Maryland. LSLT protects and restores natural resources, wildlife habitat and working lands to support and connect healthy and vibrant communities. Based in Snow Hill, MD, LSLT works throughout Somerset, Wicomico, and Worcester counties and coordinates with partners on conservation throughout the Delmarva Peninsula.

**Purpose**

To support the Executive Director and other staff as necessary to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities.

The core duties and responsibilities of the Program and Development Coordinator are supportive to the Executive Director. 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 nonprofit administration or a similar position.

**Core Responsibilities**

Executive and Finance

- Assist ED with Board/Committee meetings, donor/foundation/client appointments, etc.
- Assist ED with financial reports, budget process, workplans, and maintaining accreditation

**On any given day, they may perform a variety of tasks, such as:**

Answer phones and greet visitors

Schedule appointments and maintain calendars

Schedule and coordinate staff and other meetings

Collate and distribute mail

Prepare communications, such as memos, emails, invoices, reports and other correspondence

Write and edit documents from letters to reports, and instructional documents

Create and maintain filing systems, both electronic and physical

Manage accounts and perform bookkeeping

Enhance the efforts of Advancement through support of donor database support, events, fundraising and donor stewardship.

**Other Duties as Assigned**

Minimum Qualifications

- 4+ years of administrative 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 standard financial reports, including budgets, profit & loss statements, and balance sheets.

- Excellent computer skills, including Windows and Microsoft Office. Familiarity with Donor Perfect, QuickBooks, broadcast email programs, IT systems and networks.
- 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.
- 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.
- Patience, positive attitude, and sense of humor.

### **Working Conditions**

Work will be based out of the Trust's office in Snow Hill, MD, 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 part-time, with compensation commensurate with experience, with a range from \$22.00 - \$25.00 per hour. Benefits include accrued vacation leave after one year. The position could become full-time with associated benefits.

**To Apply:** Please submit by e-mail a cover letter, CV or resume, and three references to [kpatton@lowershorelandtrust.org](mailto:kpatton@lowershorelandtrust.org).

The search will remain open until the position is filled, Lower Shore Land Trust is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information, or any other basis that is protected by relevant state and federal law.

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