

**Centre County Farmland Trust**  
**Request for Proposals - Project Manager**  
**Contracted position; approx. 10 hours per week**

The Centre County Farmland Trust is seeking to contract with a project manager who can provide administrative services to the non-profit organization. The CCFT's mission is to preserve and steward the legacy of Centre County's valuable agricultural land and open space in partnership with landowners who wish to preserve their land through the donation of perpetual conservation easements.

**Scope of Work:**

- Provide administrative support to the Centre County Farmland Trust Board of Directors and its committees
- Monitor the [centrecountyfarmlandtrust@gmail.com](mailto:centrecountyfarmlandtrust@gmail.com) account, forward messages to the appropriate Board member, Executive Committee, or Board, and respond as appropriate
- Coordinate the spring and the holiday donation appeal letters and the annual Centre Gives online fundraising event; acknowledge all donations in a timely manner
- Write and administer grants and expand other fundraising to continue to expand the organization's capacity
- Pick up and process mail from our PO Box; deposit checks; pay bills; enter data into spreadsheets that are shared with our accountant (or directly into QuickBooks)
- Manage and serve as the concierge for the organization's files, data, and records via the organization's new WordPress website/CiviCRM database/Google Workspace file management system
- Coordinate with CCFT's other consultants and provide them with administrative support
- Create and keep up-to-date an administrative Standard Operating Procedures Manual
- Coordinate with other partner organizations and agencies

**Qualifications and Characteristics:**

- Demonstration of a strong personal interest in, and conviction to, the conservation of land and agricultural resources.
- Bachelor's degree in business administration or related field and three years of professional experience in a related field.
- Strong communication and leadership skills. The ability to speak effectively in public, work with the media, and interact well with a wide variety of people. Strong writing skills and the ability to successfully apply for and manage grants.
- Proficient with modern computer applications, including word processing, data storage and manipulation, development of visual presentations, Internet research and communications, cloud storage and applications, and social media communications.

Specifically, proficient in the use of Google Workspace and apps, Microsoft Office products.

- Experience with any of the following is a plus: CiviCRM or a similar constituent relationship management system, WordPress, QuickBooks.
- Proven ability to self-motivate, meet deadlines, and complete assignments independently with excellent results. Organized and detail oriented.
- The ability to effectively lead, motivate, communicate, and work with a diverse set of volunteers, donors, farmers, prospective landowners, and other community collaborators.
- The ability to always act in a professional and courteous manner while at work and in the community.

**Bonus qualifications:**

- Experience and familiarity with land protection and stewardship methods, tools, and practices. Experience with the drafting, obtaining, and enforcement of conservation easements. Familiarity with Land Trust Alliance Standards and Practices.

The successful proposal will demonstrate the project manager's strong personal interest in, and conviction to, the conservation of land and agricultural resources and will possess the appropriate skills and experience to manage the scope of work in an efficient and effective manner.

This position has the potential to evolve in scope over time. The successful candidate will have the opportunity to help shape the scope and pace of growth of the position by expanding the organization's capacity.

To be considered for this contracted position, please submit a proposal including your resume, a cover letter, examples of past work performed on a contractual basis, your fee, and three references to [centrecountyfarmlandtrust@gmail.com](mailto:centrecountyfarmlandtrust@gmail.com) by November 3, 2023.