



## About BNRC

Berkshire Natural Resources Council (BNRC) is a nonprofit conservation organization in western Massachusetts that cares for the ancestral homelands of the Stockbridge-Munsee Band of Mohicans, who were forcibly displaced from the region by European colonization. As a land trust, BNRC conserves land and provides free access to the Berkshire outdoors at nature reserves across the region. Since 1967, BNRC has helped conserve more than 100,000 acres, holds over 27,000 acres of land and conservation restrictions, and manages 60 miles of trails.

Berkshire Natural Resources Council (BNRC) es una organización conservacionista sin ánimo de lucro del oeste de Massachusetts que cuida de las tierras ancestrales de la Banda Stockbridge-Munsee de Mohicanos, que fueron desplazados a la fuerza de la región por la colonización europea. Como fideicomiso de tierras, el BNRC conserva tierras y proporciona acceso gratuito a los espacios naturales de Berkshire en reservas naturales de toda la región. Desde 1967, el BNRC ha ayudado a conservar más de 100.000 acres y ahora posee más de 27.000 acres de tierra y restricciones de conservación, y gestiona más de 60 millas de senderos. Aunque el trabajo que se describe a continuación se desarrolla completamente o casi completamente en inglés, BNRC agradece el interés de candidatos bilingües que puedan ayudar a la organización a ser más inclusiva en su trabajo.

## Position Description

BNRC is seeking a Chief of Staff to serve as a trusted partner to the President and a key integrator across the organization. This role sits at the center of leadership, strategy, and operations, helping translate vision into action so that BNRC can more effectively advance its mission of conserving land, caring for natural resources, and connecting people with nature.

The Chief of Staff provides high-level administrative, organizational, and project management support to the President, senior leadership team, and Board of Directors. They play a critical role in translating strategy into action, strengthening internal systems, and supporting a healthy, well-functioning organization.

# Key Areas of Responsibility

## Direct Support of the President

The Chief of Staff works closely with the President to support leadership effectiveness, decision-making, and focus.

- Manage workflow by organizing projects, initiatives, and priorities to ensure the President is focused on what matters most.
- Serve as a thought partner and trusted advisor, supporting creative problem-solving and strategic thinking.
- Help “see around corners” by anticipating emerging issues and opportunities, both internally and externally.
- Strategically manage the President’s time, including evaluating meetings, travel, and external commitments for alignment with organizational priorities.
- Act as a gatekeeper to ensure the President’s involvement in projects and decisions occurs at key moments where her input and authority are most needed.
- Prepare the President for meetings by ensuring she has the information, context, and materials necessary to be productive and engaged.
- Cross-Departmental Project Management and Strategic Support.

The Chief of Staff plays a central role in coordinating work across departments and supporting execution of organizational priorities.

- Lead and coordinate cross-departmental projects and initiatives, bringing structure, timelines, and alignment to complex work.
- Support implementation and tracking of the Strategic Plan, including helping define key performance indicators and monitoring progress.
- Identify opportunities to improve systems and processes that support organizational effectiveness.

## Board and Governance Support

The Chief of Staff supports strong governance and effective communication between staff leadership and the Board of Directors.

- Manage scheduling, communications, materials, and logistics for Board and committee meetings.
- Ensure timely preparation and distribution of materials, accurate meeting minutes, and follow-up on decisions.

- Support onboarding and orientation of new Board and advisory members.

## Staff, Senior Staff, and Organizational Rhythm

The Chief of Staff helps maintain clear communication, accountability, and organizational rhythm across the staff team.

- Coordinate senior staff and all-staff meetings, including agenda development, minutes, and follow-through on decisions.
- Lead planning and logistics for internal gatherings such as staff retreats and planning sessions.
- Support internal events and meetings that strengthen staff connection and engagement.

## People Operations and Organizational Infrastructure

The Chief of Staff supports core people and operational systems that keep the organization running smoothly.

- Provide support for hiring, onboarding, benefits administration, and employee evaluations, in collaboration with Finance and leadership.
- Help maintain, update, and support adherence to SOPs and organizational policies to ensure consistency and clarity.

## Additional Responsibilities and Opportunities May Include

- Supporting staff engagement activities and internal culture-building efforts.
- Participating in or supporting the Diversity, Equity, Inclusion, Access, and Belonging committee.

## Qualifications

The successful candidate may not fulfill every aspect of this job description. If you have some and/or demonstrably related experience and believe you can bring talent and passion to this role, we encourage you to apply.

- Several years of experience working in a nonprofit organization in close partnership with senior leadership.
- Strong project management and organizational skills, with the ability to manage multiple priorities.
- Demonstrated discretion and sound judgment in handling confidential information.
- Excellent interpersonal skills and the ability to collaborate effectively across teams and roles.
- Strong written and verbal communication skills.

## Compensation

Starting salary is \$65,000.

## Benefits

- Medical, dental, and vision coverage
- Employer-paid life insurance and short- and long-term disability insurance
- 401(k) with employer contribution
- Generous PTO and 13 paid holidays per year
- Flexible hours and hybrid remote/office work
- Travel and mileage reimbursement

## Start Date

Position available now; resume review will begin immediately and continue until the position is filled.

## To Apply

Email your resume to [jobs@bnrc.org](mailto:jobs@bnrc.org) with “Job Title” in the subject line and tell us why you’re a great fit for this role.

We welcome applications from BIPOC, LGBTQ+, women, and veterans. BNRC is actively engaged in ensuring its properties are welcoming to all, and in increasing diversity, equity, and inclusion in all aspects of its work.

BNRC welcomes interest from bilingual candidates who can support the organization in being more inclusive in its work.

BNRC is an equal opportunity employer.

BNRC does not discriminate on the basis of race, creed, color, ancestry, religion, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, marital status, genetic information, veteran status, membership in the Reserves or National Guard, status as a disabled or Vietnam Era veteran, or any other status protected by federal, state, or local law.