Berkshire Natural Resources Council (BNRC) is a conservation organization in the westernmost region of Massachusetts. As a land trust, BNRC conserves land, protects wildlife and habitat, preserves local farms, and provides free access to the Berkshire outdoors for everybody, at over 55 nature reserves across the region. Since 1967, BNRC has been instrumental in the conservation of more than 100,000 acres of forest, fields, wetlands, and farmlands, and now holds over 23,000 acres of land and conservation restrictions, and manages over 60 miles of trails.

BNRC is seeking a Special Assistant to the President. This is a new position and, as such, will adjust according to the experience and skills of the candidate who best fills it, as well as evolve as time goes on, according to the needs of the President and the organization. An excellent summary of the overall goal of the position is:

“...serving as an air traffic controller for the leader and the senior team; as an integrator connecting work streams that would otherwise remain siloed; as a communicator linking the leadership team and the broader organization; as an honest broker and truth teller when the leader needs a wide-ranging view without turf considerations; and as a confidant without an organizational agenda.” *

Specifically, the role of the Special Assistant (SA) is to provide administrative, organizational and, at times, programmatic support to the President, either through direct assistance or by taking the lead on specific projects. An important function of the SA will be to identify and address roadblocks impeding staff from doing their best work.

This position is envisioned as a full-time job, with the following areas of responsibility:
Assisting the President with:

Managing workflow:

- Be a thought partner and trusted advisor to the President, to assist with creative problem-solving as issues arise.
- “See around corners” – help ensure the President is on top of emerging issues, internally and externally.
- Help develop a President’s Circle of donors/advisors: engaging advisory groups or circles to support specific areas that support leadership, programs and fundraising.
- May help with travel planning (post-Covid).
- Helping the President manage her schedule to enable her to stay focused on her most important priorities including meetings with donors, partners, and other community leaders. Ensures President has the information and resources to be fully prepared for meetings.
- Gatekeeping – help ensure that the issues that come to the President’s desk are those that need her input and authority.

Collaborating with Staff:

- Attend Senior Staff meetings and help the team keep track of assignments, progress, and deadlines; be aware of what teams are working on to ensure departments aren’t stuck in their silos.
- Develop pathways for internal communication as the organization grows, so staff are fully informed and engaged.

Engaging the Board:

- Helping prepare for board and committee meetings including assembling and distributing packets, assisting with logistics such as venue and refreshments, taking minutes at committee meetings, reviewing assignments and commitments to support the board’s effective functioning.

Other assignments may include (as time permits):

- Overseeing the redevelopment of BNRC’s website, from selecting designers to planning to implementation
- Becoming the primary point of contact for BNRC’s Berkshire Trails App
- Coordinating insurance coverage and HR functions such as: benefits, onboarding, preparing, and posting open positions; ensuring HR functions are in alignment with BNRC’s DEIAB values as they evolve
- Coordinating BNRC’s advertising and marketing (in collaboration with the Development Director)
- Participating in and facilitating projects such as Strategic Planning and DEIAB Planning
• Other projects and assignments as they arise

**Qualifications.** The successful candidate may not have all of these qualifications so if you have some, and/or demonstrably related experience, please go ahead and apply.

Several years' experience working in a nonprofit organization in a role close to the Executive Director to ensure the candidate is familiar with the kinds of issues a nonprofit leader faces.

Demonstrated ability to develop and oversee operating plans to implement goals and strategies. Systems-oriented, organized, meticulous.

Demonstrated track record in maintaining confidentiality and discretion with regard to donor and board member information.

Very strong interpersonal skills, ability to collaborate, good listener, understanding of peoples’ different work styles and approaches to problem-solving.

Superb written and verbal communication skills; must be a strong and accurate writer and good proofreader.

*quote from https://hbr.org/2020/05/the-case-for-a-chief-of-staff*

BNRC cares for the ancestral homelands of the Stockbridge-Munsee Band of Mohicans, who were forcibly displaced from the region by European colonization.

**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 identification, age, physical or mental disability, veteran status, marital status, genetic information, being a member of the Reserves or National Guard, status as disabled or Vietnam Era veteran or status in any group protected against discrimination by federal, state, or local law.

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.

Though the job described above will begin entirely or almost entirely in English, BNRC welcomes interest from bilingual candidates who can help the organization be more inclusive in its work.

**Compensation:** $55,000-$70,000 depending on experience

Benefits include: medical and dental coverage; 24 days PTO (vacation/sick/personal) and 12 paid holidays

Flexible hours and hybrid remote/office work
401(k) and employer match
Travel reimbursement
A great team of coworkers in a welcoming office setting in Lenox, Massachusetts

Start date: Position available now; resumes will be reviewed on a rolling basis until the position is filled.

To apply, please send your cover letter and resume to frontdesk@bnrc.org with “Special Assistant to the President” in the subject line. Please note: this position requires up-to-date Covid vaccination.