



Executive Assistant to the President & CEO

Reports to: President & CEO

Grade 6

POSITION OVERVIEW

The Executive Assistant (EA) to the President & CEO plays a vital role in advancing the organization's mission by supporting high-impact external engagement and effective Board governance and communication. This position partners closely with the President to strengthen relationships with donors, community leaders, public officials, and strategic partners, and ensures support for the Board of Trustees. This role requires sound judgment, strong relationship management skills, the ability to operate with discretion, and an understanding of nonprofit environments, including fundraising priorities and governance responsibilities.

ESSENTIAL JOB RESPONSIBILITIES

Executive Support & External Engagement

- Manage and prioritize the President's calendar with a focus on donor cultivation and stewardship, external stakeholders, and strategic partnerships.
- Coordinate logistics for external meetings, fundraising events, speaking engagements, and community initiatives involving the President.
- Prepare high-quality briefing materials including donor profiles, funding histories, talking points, and strategic context.
- Serve as a key point of contact for scheduling and coordinating meetings with donors, foundation partners, community organizations, and public sector stakeholders.
- Track President donor engagement and external relationship activity in coordination with VLT's development team.
- Support planning and execution of fundraising and visibility events, including donor receptions, campaigns, and public events.
- Ensure timely follow-up on commitments to stakeholders, funders, and partners.

Board of Trustees Support

- Coordinate Board and committee meetings including supporting scheduling, materials, and logistics.
- Manage Board communications including meeting reminders, updates, and materials distribution, and maintain the Board SharePoint site as the hub of information.
- Support Trustee engagement including onboarding, orientation, and ongoing relationship management.
- Assist the Corporate Secretary in recording and maintaining official Board minutes and governance records and other Board documentation (rosters, bylaws, policies, and committee assignments).

Fundraising Support

- Facilitate coordination between the President, development team, and program leadership to align external engagement with organizational priorities.
- Conduct donor research using VLT's CRM and external resources to ensure the President is well prepared for

meetings and engagements.

- Assist in tracking fundraising goals, donor interactions, and President involvement in development activities.
- Draft and edit donor correspondence, updates, and Board communications and presentations on behalf of the President.
- Support special initiatives led by the President.

Administrative & Operational Excellence

- Coordinate travel and itineraries related to donor visits, conferences, and other external engagements.
- Maintain organized systems for tracking communications, Board materials, and external engagement activity.
- Handle highly confidential information with professionalism and discretion.
- Identify opportunities to improve processes and systems to enhance organizational effectiveness.
- Attend staff meetings and serve on committees as requested.
- Perform special projects and other duties as required, directed, or as the situation dictates.

DESIRED SKILLS & EXPERIENCE

Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.

- Bachelor's degree or equivalent experience
- 3 - 5 years of professional experience within a nonprofit, public sector, or mission-driven organization. Prior experience in development (fundraising), program coordination, or board administration is highly preferred.
- Familiarity with fundraising environments and donor relationship management (CRM systems a plus)
- Exceptional organizational and project management skills
- Experience in organizing and coordinating meetings and special events
- Strong written and verbal communication skills, including experience drafting donor or Board materials
- High degree of professionalism, discretion, and emotional intelligence
- Proficiency in Microsoft 365 and collaboration tools
- Ability to travel around the state; valid driver's license and vehicle required

WORKING CONDITIONS & PHYSICAL DEMANDS

This position is based out of our Montpelier office location. A hybrid arrangement is possible although proximity to Montpelier is required. This position works in a variety of conditions including in an office, remotely, and occasional visits to the field. Office and remote work may require extended sitting, standing, and repetitive motion on a computer, keyboard, and mouse.

COMPENSATION AND BENEFITS

- \$61,800 annual salary, exempt from overtime.
- A generous benefits package, including a 2026 cafeteria plan benefit allowance equivalent to \$26,839.30 per year to contribute to the cost of the following benefits:
 - Medical, Vision and dental insurance coverage
 - Flexible Savings Accounts options (HSA, FSA, Dependent Care)
 - 403b retirement program with employer match, once eligibility criteria are met
- Disability and group life insurance

- 6 weeks annually of Combined Time Off, 12 days annually of Sick Time
- 1 full day (8 hours) of paid volunteertime

HOW TO APPLY

To apply, upload your current resume and cover letter and complete our online application at the [Vermont Land Trust Application Portal](#). No phone calls, please. For any questions about this position please email hr@vlt.org. The position is open until it is filled.

ABOUT THE VERMONT LAND TRUST

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us. The Vermont Land Trust is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 650,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

OUR VALUES

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

- **Service:** We value service through high-quality work and bring integrity to all that we do, inspired by our mission.
- **Trust:** We value building and maintaining the trust of the communities and people with whom we work.
- **Communication:** We value transparency, listening, curiosity, candor, clarity, and patience.
- **Fairness:** We value diverse experiences and perspectives and strive to extend the benefits of our work to all.
- **Community:** We value a supportive and collegial environment based on teamwork and mutual respect.
- **Learning & Growth:** We value growth and improvement that challenges us and fosters learning, creativity, and flexibility.

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The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.