



**Executive Director  
Job Description  
April 2018**

The Executive Director (ED) manages Stowe Land Trust (SLT), a mature nonprofit land conservation organization accredited by the Land Trust Accreditation Commission. SLT operates in the greater Stowe area and maintains a staff of four including a full-time Conservation Program Manager (CPM), a full-time Operations Manager (OM) and a seasonal Stewardship and Outreach Assistant.

The ED is a full-time, year-round position reporting to the Executive Committee of the Board of Directors. The ED is responsible for the organization's pursuit of its mission and achievement of financial and programmatic objectives based on SLT's Strategic Plan. The ED has primary responsibility for:

- Implementation of board-approved strategic, conservation and fundraising plans.
- Ensuring compliance with Land Trust Accreditation requirements.
- Overseeing day-to-day operations and managing staff.
- Cultivating external professional relationships with partners to achieve SLT's mission.
- Ensuring sound financial management of the organization.

The ED also leads the land protection program, working with local landowners and the Board to identify opportunities to acquire priority land and conservation easements. The ED oversees and supports SLT's stewardship program, landowner and community outreach activities, membership development, and mobilizes financial, community, and political support to implement key projects.

Land Protection – 25% - 65% (depending on project load)

- Chair Lands Committee to implement protection of conservation priorities based on SLT's Conservation Plan.
- Conduct outreach and communication with interested landowners on conservation options. Conduct initial project screening, meet with landowners for site review and implement project screening criteria.
- Draft and negotiate project related documents including project summaries, fundraising strategies and budgets, and other legal agreements. Enlist support of CPM in drafting conservation easements, mortgage subordination agreements, baseline documentation reports, management plans and other post-closing documents.
- Commission appraisals and surveys; review along with deeds, permits, and other due diligence requirements.
- Coordinate project fundraising campaigns as needed. Solicit donations from large capacity donors. Enlist support of staff in the development and implementation of promotional material for land protection projects.

Fundraising & Financial Administration – 35%

- In collaboration with the Finance Committee: set long-term financial goals and develop and monitor the annual organizational budget to meet the goals; ensure proper fiscal accounting and controls are in place in accordance with SLT policies and sound accounting practices; track organizational and project

related finances; oversee and support SLT's OM with quarterly report preparation, bookkeeping, processing accounts payable/receivable, and project accounting.

- Oversee implementation of Fundraising Plan, which includes:
  - Membership Development: Coordinate annual membership campaign with SLT's OM and Fundraising Committee. Solicit major gifts and donations from large capacity donors. Develop targets and implement growth strategies for SLT's Pinnacle Society program with emphasis on personal meetings with donors; assist the Board with fundraising activities. Work with Fundraising Committee to develop growth strategies.
  - Serve as primary liaison for development and implementation of SLT's Hotel Partnership Program and Legacy Society.
  - Serve on the board of Canadian Friends of Stowe Land Trust (CFSLT) and coordinate relations with SLT. Assist CFSLT board with fundraising and provide administrative support.
  - Identify and pursue new funding sources and strategies for tapping into those sources; cultivate long-term foundation support; obtain municipal and state funding for operations; and cultivate new member segments in accordance with the fundraising plan.
- Support CPM and OM with event planning and implementation as needed.
- Support Finance Committee, staff and accountants with IRS Form 990 preparation, quarterly reviews, and the annual financial review/audit.

#### Organizational Leadership 25%

- Meet regularly with SLT's Executive Committee to assess organizational direction, and implement, monitor and evaluate activities identified in the Strategic Plan.
- Coordinate with the Executive Committee to develop Board meeting agendas and supporting materials; keep directors informed of programmatic activities; facilitate board meetings along with Board Chair.
- Support Board Committees:
  - Assist SLT's Governance Committee with the board development cycle - from recruitment, orientation and evaluation to succession planning.
  - Report quarterly to SLT's Finance Committee on operational and project budgets, investments and reserves. Present policy and procedural recommendations that guide sound fiscal management.
- Manage and oversee staff. Provide support, direction and review of goals, incentives and compensation. Conduct staff performance evaluations.
- Initiate and lead strategic and fundraising planning processes.
- Identify organizational needs and processes in preparation for Land Trust Accreditation.

#### External Relations 15%

- Serve as the primary spokesperson for the organization, including making public presentations, advancing strategic partnerships, and responding to proposals and requests in ways that reflect the organization's goals as stated in the Strategic Plan.
- Mobilize community and political support for SLT's work.
- Represent SLT in high-level discussions with municipal and state government and conservation partners. Develop and maintain working relationships with municipal boards and commissions and regional and state organizations active in the field of land conservation. Represent SLT at Vermont Housing and Conservation Board meetings and special meetings with partners and funders.

- Keep current on policies, legal issues, and Land Trust Alliance (LTA)'s operational guidance for land trusts. Recommend policies, procedures and guidelines to the Board of Directors. Attend LTA annual Rally and other educational conferences.
- Assist CPM and OM with production of newsletters, brochures, annual reports, project and other outreach and event media.