

Executive Director, Steep Rock Association (for circulation)

Target start date: May 2009

Steep Rock Association, a private, non-profit 501 c 3 Connecticut corporation, founded in 1925, seeks an Executive Director who will be responsible for leadership, development and management of all SR programs and activities. The Executive Director reports to the President of the Board of Trustees and serves as the Executive Director of the organization discharging such duties as are delegated by the Board. The Executive Director is responsible for the management of the organization, ensuring that optimum results are received for existing programs and services, while developing new programs, grants and funding opportunities. For more information see www.steeprocksassoc.org/jobs/.

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR (posted on SR Website)

Position Summary: Be responsible for the management of a land trust in Southern Litchfield County, CT, including managing more than 5000 acres of land owned or under conservation easements, interfacing with an active and engaged Board of Trustees, fundraising, grant writing, soliciting donations and planning events as well as developing conservation goals for the organization and promoting them to the public. The position also involves cultivation of potential land donors, coordination with public officials in the Town of Washington and the State and communication of the goals and accomplishments to the community. Compensation will be competitive and based on the qualifications of the applicant. Hours are flexible. Start of employment in May, 2010.

Major Responsibilities

- Communicating the distinctive values and vision of the organization to the community and public officials and integrating these values into all the activities of the Land Trust.
- Managing the staff and motivating and supervising the activities of the Board of Trustees, volunteers and others in pursuit of the goals of the organization.
- Development of donors for operation and capital needs of the organization and for contributions of land and easements to the Land trust and for grants from foundations and other financial resources.
- In cooperation with appropriate Trustee committees, development and tracking of budgets, investments and expenditures.
- Implementation and updating of the strategic plan and the integrated natural resource management plan (INRMP) adopted by the Land Trust.

Desired Experience

- Demonstrated interest in land conservation
- Experience in natural resources management, community relations, business management and/or land use planning management.
- Fund raising capabilities and experience with donations and easements.
- Staff management, supervision, and team-building capabilities, including team adherence to goals, schedule, and budget.
- Positive, mature and professional communication style. Strong and proven skills in community relations, collaboration and consensus building.
- Capable in the Microsoft Office Suite of software programs (Word, Excel, PowerPoint, Outlook) and QuickBooks accounting software. Experience with Arc View, GIS and GPS a plus.

- Skill and comfort with making presentations to, or participating constructively in, groups of varying size, backgrounds and opinions. Strong diplomacy and communication skills; ability to be sensitive and inclusive of various perspectives.

Duties

Land Management Duties:

- In conjunction with the Land Manager, maintain, update and revise the Steep Rock Integrated Natural Resources Management Plan (the INRMP, a brief description of which is attached)
- Oversee execution of all projects contained within the INRMP
- Oversee performance of all scheduled maintenance specified in the INRMP
- With the Stewardship Committee, suggest additions of projects for the INRMP
- Insure compliance with provisions of various government and NGO grants
- Maintain first-hand familiarity with Steep Rock holdings to insure that projects and maintenance are appropriate and successfully implemented

Property Acquisition and Management Duties:

- Work with Preservation Committee and its chair on the evaluation of land proposed for ownership or for easements.
- Become familiar with and revise our strategic conservation and management plan.
- Working with the Preservation Committee and landowners to negotiate terms of donations and easements.

Fundraising Duties:

- Develop fundraising plans and funding sources.
- Coordinate and supervise board and advisory fundraising activities and efforts.
- Create timelines for logistics and planning issues for all events and activities.
- Write grants for acquisition, maintenance, and operational funding.
- Attend meetings of community organizations.
- Solicit donors

Administrative Duties:

- Maintain principal office & manage staff including a full time land manager and part time administrative assistant.
- Manage all phases of land conservation planning and transactional work, including staff and consultant management, schedule and budget management.
- Promote SR and its mission through presentations, publications, personal contacts, and other outreach activities.
- Meetings & Events
 - Coordinate and attend board and committee meetings.
 - Coordinate and oversee events such as annual picnic and other events.
 - Assist board with fundraising activities and recruitment of volunteers and donors.
- Recruit and manage volunteers.
- Coordinate with Treasurer to create annual budget and keep all accounts current.
- Keep an active and engaged Board informed on relevant/appropriate issues.
- Keep and maintain, "database & lists" – trustees, members, donors, volunteers, properties, management schedules.
- Prepare *Newsletter*.

- Keep web site current.
- Meet with public officials as needed to educate regarding our programs. Attend county and city meetings as needed.

Application Process:

Please submit a resume and one page letter indicating why you believe you would be successful in this position and your salary requirements **via email** to:

SteepRock.Mary@gmail.com

Mary Hawvermale

Administrative Assistant

Steep Rock Association

P.O. Box 279

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Steep Rock Association is an Equal Opportunity Employer