



Protecting Nature's Gems - *One Acre at a Time*

Job Title: Executive Director
Reports to: Board of Directors

Job Summary: The Executive Director leads the CNYLT land conservation efforts, guides stewardship, supervises staff, manages finances, nurtures key fundraising relationships, and works collaboratively with an active and dedicated Board of Directors. The Executive Director must be committed to land conservation, demonstrate comfort working with different constituencies, and effectively represent the Trust in the community. H/she must continually demonstrate self-direction, strategic and effective management skills in an environment with multiple priorities and schedules. The Executive Director serves as chief executive of Central New York Land Trust (CNYLT) and, in partnership with the Board, is responsible for the success of CNYLT. Together, the Board and Executive Director assure CNYLT's relevance to the community, the accomplishment of CNYLT's mission and vision, and the accountability of CNYLT to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides direction and facilitation to the Board as it carries out its governance functions.

The initial appointment will be only half time (20 hours per week) with a focus on Planning, Finance, Development plus Communication and Outreach. As the position moves to full time in less than 2 years time all tasks listed below will be needed to be covered.

Responsibilities: The Executive Director's responsibilities include, but are not limited to planning for and administering a program providing service to clients in accordance with the Land Trust's stated purpose and in such a manner that optimum results are achieved in relation to the resources of the Land Trust; operating under the general direction of the Land Trust's board of directors. Overseeing all operations of the Trust, maintaining professional standards for nonprofits and following established standards and practices for Land Trusts.

Finance

- Prepares Land Trust budgets related to physical, financial, and human resources, and is accountable for control of these resources once approved. Directs all financial operations of the Land Trust and protects the 501 (c) (3) status of the corporation.
- Develops and manages an annual budget and program of work and provides information and periodic reporting to the Board that accurately portrays the financial condition and operational activities of CNYLT. With the Board Treasurer, oversees CNYLT's financial activities including bookkeeping, bank deposits, bill paying, and payroll.

Development

The Executive Director serves as the public face of the organization. The ED plays a leading role in all fundraising activities with a special emphasis on major and planned gifts from individuals, private/family foundations, and corporations.

- Cultivates and stewards major donor prospects, including individuals, corporations, and private family foundations.
- Maintains a portfolio of individual major gifts prospects and donors.
- Supports gift solicitations by Board and staff members.
- Supports the Board in the cultivation of major donors.
- Provides staff support and direction to Board fundraising committees.
- Researches, locates and applies for appropriate grants.
- Leads fundraising and annual campaigns, and
- Participates in fundraising activities by writing letters, making speeches, and stimulating activities of others in direct fundraising, and may provide overall direction.

Communications and Outreach

The executive director handles public relations activities, client relations, and inter-organizational relations functions.

- Develops and directs all communications to build and maintain a positive and active presence in the community to maximize community engagement and support.
- *Public Relations*—Interprets the function of the Land Trust to the community through direct involvement and through public relations programs, including personal contact, descriptive program literature, and work with the media; works closely with the board for an effective division of labor.
- *Client Relations*—Acts to maintain highly effective client relations under all Land Trust programs.
- *Organizational Relations*—Maintains appropriate relations with other professional and environmental service groups in the community and serves on appropriate community committees. Provides coordination with funding sources; federal, state, and local government units; and other organizations in similar fields of service.

Planning

The ED coordinates with existing leadership to shape the future evolution of the Trust, including its programs and acquisitions.

- Assists the Board in setting the organization's strategic direction through the development and implementation of a strategic plan, fundraising plan, outreach and communications plan, and conservation plan.
- Works with staff and the Board to establish goals and strategies.
- Coordinates staff to develop multi-year and annual work plans.
- Monitors trends and organizational capabilities to ensure the strategic plan is current and accurate.
- Monitors, tracks and reports progress toward plan benchmarks.
Evaluates the services being provided by the Land Trust in relation to specified goals and standards, and recommends modifications, where appropriate. Recommends and/or provides input on proposed new programs.

Acquisition:

Work closely with the Board on land conservation projects and in identifying and pursuing potential conservation opportunities.

Human Resources

The executive director relates both to the board of directors and to the staff of the Land Trust. Works closely with the President and Board members to advance the mission of the Land Trust.

- *Board of Directors*—helps the board determine CNYLT’s values, mission, vision, and short- and long-term goals. Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly. Maintains appropriate relations with the board and various board committees, and keeps them informed. Interprets trends in the field(s) of service in which the Land Trust is engaged, by maintaining involvement in the professional field as a whole. Participates in an orientation and training program for the board.
- *Staff*—supervises and directs key staff in the performance of their duties, evaluates the performance of key staff members, and provides overall control and direction for the personnel function of the Land Trust, including active participation in or approval of personnel actions. Manages volunteer staff activities.

Organizational Operations

Recommends policies to the board and/or assists in the formulation of effective policies by the board to ensure integrity of CNYLT work in accordance with LTA Accreditation standards and practices.

- Has chief administrative responsibility for public accountability of the Land Trust, maintenance of Land Trust facilities, and regular reporting to various bodies. Carries chief staff responsibility to ensure that legal obligations of the Land Trust are met.

Stewardship

Work with to ensure that properties are well cared for to maintain their conservation values and to provide public access.

- Ensures that the organization achieves its conservation mission in a highly strategic and focused manner.
- Assists the conservation team in efforts to build and nurture relationships with landowners, key stakeholders, and agency partners.
- Oversees management of existing conservation easements and fee lands.
- Ensures compliance with the Standards and Practices of the Land Trust Alliance.
- Assists in the development of conservation plans that guide future work.

Qualifications

The successful candidate will have experience as a nonprofit executive director or be qualified for promotion to the ED role, with preferably 3-5 years in a conservation-related organization. Broad exposure to land and habitat conservation, working lands, budgeting, fund raising/development, strategic planning, and organization management are required. In particular, a strategic perspective and a proven track record of advancing fund raising in an emerging nonprofit organization are essential qualifications. Must have the ability to work effectively with a diverse set of constituents, including Board members, donors, land owners, partners, the community, and members and volunteers.

- Education: B.A. or B.S. degree in Communications, Environmental Studies or Sciences, Public Administration, or similar field. M.A./M.S. preferred.
- Experience: Three years of supervisory or managerial experience with nonprofit organization. Experience working with conservation issues preferred.
- Skills: Ability to work effectively with volunteer boards and committees; ability to plan, monitor, and evaluate budgets; ability to manage people; ability to organize, plan, and implement activities appropriate to further organizational goals.

Knowledge in the following areas is required:

- Philanthropy and fundraising, grant-writing
- Human services, finance and personnel; oral and written communications; planning and evaluation; and governance.
- Solid fundraising experience, with strong knowledge of professional practices, from gift processing to direct mail, grants, major gifts, events and donor stewardship.
- A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.