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The Executive Director leads the Central New York Land Trust's land conservation efforts, guides stewardship, oversees internal staff, manages finances, nurtures key fundraising relationships, and works in partnership with an active and dedicated Board of Directors to responsibly guide the success of the organization. The qualified candidate must:

- Be committed to land conservation, demonstrate comfort working with different constituencies, and effectively represent the Land Trust in the community, and
- Continually demonstrate self-direction and strategic and effective management skills in an environment with multiple priorities and schedules.

This role operates under the general direction of the land trust's Board of Directors and oversees all operations of the Land Trust, maintaining professional standards for nonprofits and following established standards and practices for land trusts.

Together, the Board and Executive Director ensure CNYLT's relevance to the community, the accomplishment of CNYLT's mission and vision, and the accountability of CNYLT to its diverse constituents.

***Candidate Must Possess the Following Qualifications/Experience:***

- A minimum of five (5) years of nonprofit management including non-profit donor planning, cultivation, and stewardship; prior experience working for a land trust or organization with a similar mission is a plus but not required. At least one (1) of these years must include a management or leadership role. A solid understanding of the 501(c)3 legal and operational framework is a plus.
- Proven ability to manage multiple projects and assignments simultaneously and meet multiple deadlines.
- A strong record of fundraising and demonstrated ability to recruit and maintain relationships with large donors, corporate donors, and foundations. **Examples must be included in the application cover letter.**
- Knowledge of nonprofit accounting basics is required; working knowledge of QuickBooks preferred. Moderate/expert skills in MS Excel and Word.
- Experience using qualitative and quantitative data to evaluate programs and other organizational activities to guide decision-making, fundraising success, organizational culture, and forward-looking planning and direction.
- Proven track record of excellent attention to detail in various functions of nonprofit leadership (e.g. report authorship, strategic development/campaigns, event planning, and execution, etc.)
- Strong networking skills - ability to develop and sustain local and regional partnerships.
- Bachelor's or Master's level education in a relevant field (e.g. environmental science, public administration, nonprofit management or development).
- Must have a valid Driver's License; ability to drive motorized vehicles.



- Ability to work occasional evenings and weekends in support of CNYLT.
- Ability to navigate rough natural terrain and move equipment weighing up to 50 pounds.

#### Leadership Skills

- Experience working with an active Board of Directors; ability to work with, provide updates and regular reporting to the Board of Directors and committees; ability to work independently but also delegate as needed.
- Demonstrated ability to supervise, coach, or mentor staff and volunteers; excellent communication (oral, written, listening) and interpersonal skills required. Proven track record in team formation with internal and external stakeholders.
- Experience with collaborative leadership and successfully facilitating complex problem solving, inside and outside of former employer organizations, to find common ground and positive outcomes.
- A strong commitment to diversity, equity, and inclusion. Demonstrated ability and commitment to establishing trusting relationships with people from diverse cultures and educational backgrounds, and life experiences.
- Proven ability to communicate persuasively and effectively, both verbally and in writing to a wide range of audiences including the public, donors, foundations, and community groups. Ability to develop and deliver content-rich presentations is a plus.
- Organizational, time-management, and problem-solving skills required.

#### Preferred Experience/Qualifications:

- A history of enthusiasm for and participation in wildlife habitat and/or farmland conservation and/or preservation activities on a paid or volunteer basis.
- Technical experience utilizing the New York State SFS Vendor Portal System for grants, Wix website platform, Little Green Light Fundraising platform, Excel, QuickBooks, and a willingness to learn new grant portals and systems. Experience in donor management and/or client relationship management software.

**Annual compensation for this full-time role is \$80,000-92,000 commensurate with experience, plus a competitive benefits package.**

***To apply:*** Please send a cover letter outlining your specific interest in the Central New York Land Trust and your qualifications for this position. Cover letters and resumes should be submitted to [adminboard@cnylandtrust.org](mailto:adminboard@cnylandtrust.org). Cover letter should outline your experience to the above required and preferred qualifications/experience, a minimum of 3 professional references with email and phone contact information, and if your compensation requirements are within our posted range. All applications will be treated as confidential, and references will not be contacted without the candidate's prior knowledge and consent.