



Executive Director
Date of last revision: 1/3/2022

Reports to: The Executive Committee of the Board of Directors
Benefits: As stated Employee Handbook (or letter of hire)

Introduction:

The Executive Director (ED) oversees all aspects of the organization's work. In various proportions, the ED must engage in a suite of activities to oversee and shepherd three existing staff departments: land protection and stewardship, development and outreach, and administration. Additionally, the ED assists the Board of Directors in setting the strategic direction of the organization, including recruitment activities. The ED must produce high-quality work in a fast-paced environment, maintain a high degree of professionalism and discretion when working with donors and landowners, and embody USVLT's mission in the communities it serves.

Position Summary:

This is a full time, exempt position.

The Executive Director is charged with growing and achieving optimal efficiency of the organizational capacity of USVLT with regard to (i) increasing the organization's financial health by leading a robust development program, (ii) maintaining a high level of staff and volunteer productivity, (iii) cultivating partnerships with communities and conservation stakeholders, (iv) identifying land and conservation values worthy of protection, (v) overseeing the completion of land protection projects, inclusive of project-specific fundraising campaigns, and (vi) stewarding conservation properties to maintain or promote conservation attributes, often with stakeholder and/or wider community input. This is hands-on work requiring extensive knowledge of all aspects of land trust operations, as duties may require covering gaps in staffing during periods of capacity shortfall.

This position will involve various program delivery functions in collaboration with other USVLT staff and as directed by the Executive Committee of the USVLT Board of Directors.

The ED will be expected to perform a variety of program-specific tasks, as well as general administrative support tasks, under minimal supervision and with an ability to meet tight deadlines. Field work may be required in all seasons (including, for example, the physical ability to cross rough terrain on or off-trail); occasional evening and weekend work is expected.

Essential Functions:

EXECUTIVE

- Inspire all segments of our constituency by instilling a core belief in our mission.
- Engage the Board of Directors in its governance role to address the organization's opportunities, challenges, strategic choices, and progress towards goals, all as enumerated in the organization's Strategic Plan
- Coordinate and direct effective community and media relations as the public face and chief spokesperson for USVLT
- Leverage USVLT's role as a significant conservation organization by managing collaborative relationships with (i) the land trust communities in both NH and Maine, (ii) other regional non-profits, (iii) the Mount Washington Valley business community, and (iv) elected/ appointed officials that work for the 11 towns within our service area, and
- Recruit, mentor, inspire and supervise staff and volunteers to accomplish the goals and activities that drive USVLT toward its strategic objectives.

DEVELOPMENT

- Cultivate and implement the organization's fundraising strategy supporting USVLT's current and future needs by:
 - Creating trusted, solid relationships with a wide variety of donors,
 - Soliciting major gifts,
 - Implementing a Planned Giving program, and
 - Attracting support from foundations, through a formal grant application process and/or relationship cultivation.
- Maintain and grow USVLT's business partnership program by recruiting new corporate partners and periodically reaching out to existing partners
- Maintain and grow USVLT's membership program – focused on smaller gifts with broad community reach – through periodic mailings, online solicitations, and membership events
- Strategically plan for USVLT's "signature events," in order to both supplement funding sources as well as to retain a relevant and prominent position among non-profit organizations within the greater Mount Washington Valley, and
- Oversee a cohesive marketing effort, ensuring that marketing materials and messaging are aligned with USVLT's mission and ethics.

LAND PROTECTION

- Ensure that land transactions are consistent with USVLT's mission, ethics and capabilities, and meet or exceed the Land Trust Alliance's relevant Standards and Practices.
- In collaboration with Conservation Lands Manager (or other staff or volunteers, e.g., Land Committee members), oversee & assist in the following tasks including but not limited to:
 - Strategic engagement on both solicited and non-solicited land protection projects
 - Grant writing for a variety of land transaction purposes, including acquisition of fee land or conservation easements, bargain sale transactions, and surveys or other required due diligence
 - Preparing project summaries to Land Committee for review, including helping to

- refine and improve land selection criteria
- Interviewing potential easement and land donors and negotiate real estate transaction terms (e.g., conservation easement language, deed restriction language, etc.)
- Reviewing draft conservation easements and deeds and helping refine existing approaches to legal document crafting
- Preparing internal land transaction support documents, such as Baseline Documentation Reports, Conservation Management Plans, as well as improving document templates and processes for future projects, and
- Facilitating closing on easements and other land transactions by reviewing title searches, appraisals, surveys, and other due diligence items.

STEWARDSHIP

- Maintain good landowner relationships with both existing and prospective conservation landowners
- Ensure that the Land Trust fulfills its legal and organizational obligations for stewardship on both easement and fee lands, per Land Trust Alliance's Standards and Practices
- Refine and improve stewardship operations, standards, and procedures
- Oversee (and provide support as necessary) to Land Trust's Stewardship Program including, but not limited to:
 - Monitoring conservation easements
 - Coordinating & documenting volunteer easement monitoring activities, and
 - Participating in Stewardship Committee development and its activities
- Provide support to the Conservation Lands Manager and Land Steward to ensure compliance with easement or deed restriction terms and to proactively address any potential violations or other threats to conservation attributes on conserved land.

ADMINISTRATIVE

- Ensure that staff, volunteers, and office operations are aligned, productive, and efficient in meeting existing responsibilities and delivering positive outcomes.
- Ensure that all development, land transaction, and stewardship work conforms to the Land Trust Alliance's Standards and Practices and is compliant with NH state law, as overseen by the Charitable Trust Unit of NH Attorney General's Office (e.g., handling conflicts of interest)
- Oversee and support USVLT staff in:
 - Recording financial transactions of the organization
 - Coordinating all periodic mailings.
 - Assisting with office protocols including bookkeeping, database management, technology upgrades and maintenance, literature & public resource materials, etc.
 - Maintaining the membership/donor database
 - Following USVLT's document retention policy (including archiving minutes from BOD and committee meetings)
- Ensure that all Board-approved policies and support materials (e.g., the Board binder) are up-to-date and relevant to the work at hand
- Lead the organization's human resources (HR) work, ensuring staff are adequately

- compensated and benefits aligned with current trends in the land trust community
- Work with the Board of Directors on the organization's required filings and compliance documentation (e.g., charitable solicitation registrations) and in renewing needed insurance policies
- Assist the Treasurer in setting the yearly operating budget for the organization and in filing state and federal tax returns
- Perform other duties as assigned

Desired Skills and Competencies:

- Five years of experience working with a non-profit organization or public agency related to conservation, land protection, or environmental services, ideally in a leadership capacity.
- Successful experience in growing a stable and effective business, agency, or organization, including fundraising, financial oversight, office management, and community relations.
- Effective staff management and leadership skills that encourage team building, open communications, and accountability throughout both the staff and Board.
- Sound financial judgment that reflects a prudent management of operational funds, budgeting, and restricted or reserved funds including endowments and trust funds.
- A working knowledge of legal documents (including conservation easements and deed restrictions), and land management documents (e.g., forest management plans, conservation stewardship plans).
- Ability to clearly articulate and interpret the mission and the message of the Upper Saco Valley Land Trust confidently to diverse audiences.
- Ability to focus on and organize around a task and work independently toward its completion.
- Good time management skills and ability to use time optimally.
- Strong computer and mapping skills; ArcGIS proficiency a plus.
- Strategic thinking a must; ability to effectively work toward multi-year initiatives by parsing overarching goals into a series of achievable tasks.
- Excellent verbal and written communication skills.
- Good social, interactive, and interpretative skills including the ability to effectively convey information and work collaboratively with others; ability to be a team player.
- Fundamental field skills including ability to comfortably orient oneself & others in the outdoors; interpret maps and property deed descriptions; use a compass and GPS receiver; and locate and interpret property boundaries, etc.
- Interest in, knowledge of, and ability to recognize and describe various natural resource and ecological elements (plants, wildlife, natural communities, etc.).
- Ability to be flexible & adaptable to ever shifting organizational needs & priorities.