

EXECUTIVE DIRECTOR

Make a difference today and in the future of Maine!

Scarborough Land Trust (SLT) is in search of an Executive Director for our growing non-profit that is committed to conserving land, equality, diversity, and inclusion for all.

Our new Executive Director will join an active Board and supportive local community and lead our work conserving and making accessible special places across Scarborough for people, for wildlife – forever!

Scarborough has an amazing combination of natural resources. It is home to Maine's largest salt marsh and includes five rivers, eight miles of coastline, four beautiful beaches, a rich farmland heritage, hundreds of acres of mature forests, and spectacular views in every corner of its fifty square miles.

Over the past 40+ years, SLT has conserved over 1,600 acres including seven properties with public trails, a vibrant 245-acre organic farm, a dog lover's paradise property, and the studio viewshed of renowned artist, Winslow Homer (just to name a few of our treasures).

We are looking for an Executive Director who has a passion for the outdoors and land conservation and can lead our work formalizing and implementing a strategic plan that will expand our conservation work, develop strong relationships with private, public and business communities, increase accessibility and engagement across our properties, lead our impressive and dedicated staff and volunteers, and manage all operational aspects of SLT.

RESPONSIBILITIES:

- **Organizational Leadership, Strategy and Planning:** Lead the work with the Board of Trustees in developing and implementing an updated Strategic Plan. In partnership with the Board, initiate and execute programs to achieve the SLT's goals. Create a welcoming and inclusive environment at our properties and all aspects of our work. Recruit, mentor and develop talent of the organization including staff, volunteers, and potential future board members. Partner with the Board President on meeting planning and facilitation and participate as an active committee member involving staff as appropriate. Represent SLT and our work with local government, business community, donors, partner organizations and the conservation community.
- **Development and Donor Relations:** Develop and direct fundraising strategies, plans and goals to support semi-annual appeals, a major gift program, achievement of our endowment goal, a business partnership program, fundraising events, and capital campaigns. Secure grants and comply with grant terms, create programs for new members of the community and younger donors, and develop donor prospects at all levels. Engage Board Members, staff and volunteers in development efforts and provide reporting for monitoring progress and identifying opportunities.
- **Conservation, Acquisition, Land Management and Stewardship:** Work closely with the Board to identify and pursue potential conservation opportunities. Build and maintain relationships with landowners and neighbors of existing SLT properties. Supervise SLT's land management programs in alignment with best practices and standards required for accreditation. Provide guidance to the Stewardship Director and Stewardship Committee Chairs to ensure proper stewardship of SLT properties.
- **Communications, Marketing and Community Engagement:** Develop and direct communications to build and maintain a positive, active presence in the community to maximize community engagement and support. Develop integrated messaging across all channels including print, social media, online and in person connections. Create inclusive and welcoming opportunities for community engagement for all age groups through events, property visits, educational gatherings, online and other means. Create and implement an Equality, Diversity, and Inclusion Program that helps reinforce SLT's mission of making special places across Scarborough accessible and welcoming for all. Establish a positive presence with local media outlets and reinforce the message of SLT properties being vibrant and important places for the community.

- **Financial Management, Business Operations and Administration:** Manage all operations of SLT and follow established standards and practices for land trusts. In partnership with the Treasurer and Finance Committee, develop the annual budget. Manage SLT operations in line with the annual budget, including timely bill payment, donation processing, rent collection, and supervision of staff and accountant. Fulfill all responsibilities related to insurance policies, tax filings, annual reports (to the Town, Trust Members, and others), activities related to SLT's charitable status, and maintain all books and records consistent with accounting best practices and non-profit standards. Serve on the Endowment Committee and support the Treasurer and Committee Chair. Keep current on nonprofit and land conservation trends, monitor SLT's operations, and implement enhancements as appropriate, and when needed make recommendations to the Board on governance, structural and policy changes.

QUALIFICATIONS:

- College degree or equivalent
- 8+ years related work experience including work in a non-profit organization
- 3+ years in a leadership role
- Action oriented, high energy level, enthusiastic, team builder, and creative problem solver.
- Prior experience in land conservation, natural resource protection or related work preferred.
- Proven track record of successful fund raising, donor relationship development, and securing grants. Strong experience in fund-raising professional practices from gift processing to direct mail, grants, major gifts, events, and donor stewardship. Experience with Little Green Light software is beneficial.
- Excellent written and verbal communication skills including public speaking, social media, press, and meeting facilitation.
- Strong management, analytical, organizational and project leadership skills.
- Proven ability to lead and manage staff, board, operations, and multiple priorities in a team environment of staff and volunteers.
- Prior experience successfully managing, mentoring, and recruiting staff and volunteers.
- Proven ability to manage financial operations including budgeting, financial planning, bill payment, QuickBooks, and an understanding of basic accounting matters. Prior experience with acquisition financials and endowments is beneficial.
- Prior experience in land acquisition and protection is beneficial.
- Technically savvy and able to manage and advance the organization's technology infrastructure.
- Experience with Word, Excel, PowerPoint. Working knowledge of email marketing, Constant Contact, WordPress, social media, QuickBooks, data bases, and other software programs and tools.

Additional Information; How to Apply

The Executive Director's position is forty hours per week and includes evening and weekend hours. Salary is competitive and includes benefits. Interested candidates should email a cover letter and resume to Board Member, Dawn Piccolo, dmp081760@yahoo.com or info@scarboroughlandtrust.org. References will be needed prior to a final decision. We hope to fill this position as soon as possible. The hiring process will remain open until we find the appropriate candidate. Further information on SLT can be found at our website: <http://scarboroughlandtrust.org/>