



Job Opening: Executive Director

The Chocorua Lake Conservancy (Chocorua, New Hampshire) seeks an experienced, enthusiastic, and motivated individual for the full-time position of Executive Director.

This position will be the organization's first Executive Director in our 53-year history.

Overview: The Chocorua Lake Conservancy (CLC) is a land trust founded in 1968 to protect the natural beauty of the Chocorua Lake Basin and provide convenient, attractive public access for visitors and nearby residents to Chocorua Lake and trails on nearby conservation lands. Today, the CLC protects 3,000 acres of land through perpetual conservation covenants and easements on over 100 properties and owns or manages almost 1,000 acres of conservation land across 17 properties. CLC currently employs a staff of three employees: a Stewardship Director (departing July 1, 2022); an Outreach & Programming Director (part-time); and a Lake Patrol Officer (seasonal, part-time). CLC assets include a \$2.6 million quasi-endowment thanks to the recent *Timeless Chocorua* capital campaign.

Compensation: Salary based on qualifications and experience (\$60,000 to \$75,000). Benefits include a health insurance allowance, relocation stipend, holidays, paid time off, professional development opportunities, and mileage reimbursement.

Location: This is an equal opportunity, full-time, salaried, exempt position based in Chocorua, New Hampshire. Chocorua is a village within the Town of Tamworth and is located along Route 16 near the Maine border about 20 minutes south of North Conway.

Position Summary: The Executive Director (ED) leads the staff and supports the Board in advancing our mission to protect the scenic and natural resources of the Chocorua Lake Basin and surrounding area for future generations through conservation practices, land protection, easements, maintenance of lands for public access, and the development of a community of support.

The ED oversees the day-to-day activities of the organization, the management of the organization's office, budget, staff, and fee-owned properties, as well as land protection and stewardship, community outreach, and fundraising. The ED will work closely with the Board to ensure the financial health of the organization. The ED works under the guidance of and cooperatively with the Board President and members of the Board of Directors and its committees. . The ED will be expected to assist the Board in setting the strategic direction of the organization, including recruitment activities. The ED is under the supervision of the Board President and Executive Committee and reports to the Board.

The ED will be expected to oversee the CLC's ongoing land protection and stewardship needs, working directly with private landowners of protected lands, volunteers, and the CLC board to ensure the continued conservation of the Chocorua Lake watershed and surrounding area. Opportunity exists for transition support from the current Stewardship Director until her departure on July 1, 2022.

Over their first year, the ED will work closely with the Board to determine the best way for the CLC to expand its staff to meet its mission-related needs related to easement monitoring, land stewardship, and managing public access properties

How to Apply: Applicants should submit by Friday, January 28, 2021: 1) cover letter, 2) resume, and 3) list of three references (preferably in a single PDF attachment) to Penny Wheeler-Abbott at pwheelerabbott@chocorualake.org with the subject line "Executive Director". The position is open until filled. Early applications are strongly recommended. References will not be contacted unless you are selected for a final interview. No phone calls, please.

RESPONSIBILITIES

Leadership & Planning

The ED works with staff and the Board to establish goals and an organizational strategic direction including a long-term conservation vision and mission, fundraising plan, outreach and communications strategy, and conservation plan; and:

- Monitors, tracks, and reports progress toward plan benchmarks.
- Provides leadership and facilitation in developing an effective team.

Management and Operations

The ED is responsible for all day-to-day operations of the organization including:

- Oversees and coordinates the work of CLC's staff, Board and committees.
- Recruits, hires, trains, and supervises staff and consultants, fosters staff growth and development, and conducts staff performance evaluations.
- Oversees all fiscal operations, including but not limited to, development of the annual organizational budget, preparation of monthly financial reports, and management of stewardship, grants, and donated funds.
- Participates in and supports the Board and committees by preparing reports, conducting research, and providing assistance when requested.
- Maintain official records and documents in compliance with federal, state, and local regulations, and with Land Trust Alliance Standards and Practices.

Stewardship

The ED is responsible for working with the Land Conservation Committee and the Lake & Property Management Committee to manage, monitor, and maintain properties owned, managed, or protected by CLC; and:

- Ensures that management plans are followed and other land conservation stewardship tasks are accomplished in an accurate and timely manner.
- Ensures that annual monitoring of properties is completed.
- Maintains good relationships with landowners of all properties under conservation easement and abutters to easements, trails, and preserves.
- Oversees development and management of conservation projects, including land acquisition, conservation easements, land stewardship, and restoration.
- Ensures that conservation and land management activities are conducted professionally and in accordance with Land Trust Alliance Standards and Practices.

Fundraising

The ED, with support from the Board and the Development & Outreach Committee, is responsible for generating financial support for the CLC. The ED is a leader and active participant in fundraising and the identification, cultivation, and solicitation of donors and other funding sources; and:

- Works collaboratively with the Development & Outreach Committee and Board to establish and achieve annual and long-range fundraising goals and strategies.
- Develops grant applications for public and private funds, and manages awarded grants in accordance with grant requirements, including budgeting and reporting.
- Cultivates and stewards major donors and prospects, including individuals, corporations, and foundations.
- Maintains membership records and development databases.
- Plans and prepares the Annual Report and an agenda for the Annual Meeting.

Financial Management

The ED is responsible for being knowledgeable about the organization's finances, as well as the policies and procedures that govern financial management; and:

- Works collaboratively with the Treasurer and Finance Committee to manage the CLC's finances and investments.
- Prepares annual budget in consultation with the Committee Chairs, Treasurer, and Board President for approval by the Board of Directors.
- Manages the approved budget, monitors anticipated income and expenses to track and project general alignment with the approved budget and advises Board President and Treasurer of significant foreseen deviations from budget.
- Provides accurate financial records and information necessary for the Treasurer and/or bookkeeper to prepare monthly financial reports and perform annual tax statements, audits, and other tasks.

Communications and Outreach

The ED is the primary spokesperson for promoting public awareness of CLC, and for communicating its vision, mission, and land conservation news; and:

- Serves as the public face of CLC and responds to inquiries.
- Represents CLC to the public and media, and makes presentations at public meetings and in other venues.
- Engages and collaborates with local groups including community groups, non-governmental organizations, state, federal, county, and city governmental agencies, other appropriate conservation organizations, and private landowners.
- Oversees programs to introduce and facilitate public awareness and appreciation of CLC, its mission, and its conservation contribution to the community.
- Oversees the development of public communications, including publication and distribution of brochures, newsletters, maps, emails, and social media.
- Ensures that CLC's website and social media accounts are maintained and regularly updated and that CLC is represented appropriately on related sites.

Internal Communication

The ED is responsible for maintaining a collaborative and effective relationship with the Board of Directors, committees, and volunteers; and:

- Provides information and reports at Board and Committee meetings, and as otherwise requested by Board members or Committee Chairs.
- Ensures that Committee Chairs, the Treasurer, and Board are well-informed, copied on appropriate correspondence, communications, meeting minutes, and included appropriate decision-making.
- Provides input to process for nomination and selection of new Board members and non-Board Committee members and supports orientation for new Board members.

Personnel Management

The ED is responsible for the hiring and supervising of staff according to a plan approved by the Board of Directors; and:

- Hires, trains, supervises and performs annual staff performance evaluations in accordance with approved job descriptions.
- Advises the Executive Committee and, as needed, the Board of Directors regarding the need for staff and on matters related to compensation, personnel policies, practices, and performance.
- Recruits, trains, and manages volunteers.
- The matter and manner of any possible staff terminations shall be decided jointly by the Executive Committee and the ED.

QUALIFICATIONS

- **Leadership** – Leadership and management experience in a non-profit or similar workplace, preferably a land trust, including mastery of general operations, employee oversight and development, strategic planning, and financial management.
- **Fundraising** – Experience developing and/or implementing fundraising strategies.
- **Communications** – Excellent interpersonal skills and experience communicating effectively in writing and in-person with diverse stakeholders.
- **Diversity, Equity, and Inclusion** – Demonstrated commitment to fostering an inclusive and equitable working environment for all staff, Board members, Committee members, community members, partners, and volunteers.

PREFERRED EXPERIENCE

- BA/BS degree and a minimum of five years of progressively responsible experience at a non-profit organization or public agency related to conservation, land protection, natural resource management, environmental services, or in a related field, ideally in a leadership capacity.
- Experience in a land stewardship position at a land trust, familiarity with land trust operations, issues, and best practices, and fieldwork experience in land conservation, ecological science, or surveying.
- Experience working with landowners, government agencies, community groups, and conservation partners to achieve shared objectives.
- Demonstrated commitment to environmental conservation and wildlife habitat through professional or personal experience.
- Experience in fundraising, budget management, communications, and/or partnership development.
- Demonstrated ability to think strategically, develop and manage complex projects from start to finish, and the ability to adapt to changing circumstances.
- An articulate and enthusiastic communicator, both verbally and written.
- Strong organizational and supervisory skills.
- Ability to work independently as well as part of a team. Ability to communicate and work hospitably with people of diverse backgrounds, perspectives, and personalities.
- Experience training and coordinating volunteers, preferably in outdoor settings.
- Experience using navigational apps for mobile devices to collect field data (tracks, points, photos). Able to navigate using map/survey and compass.
- Facility with Microsoft Office and Google Workplace suite of applications. Experience with Salesforce CRM is helpful. Willingness to learn new software programs.
- Dedication to the conservation mission of the Chocorua Lake Conservancy.
- Valid driver's license and own vehicle.

Work Conditions: Occasional weekend and evening work is expected. Fieldwork may be required in all seasons (including, for example, the physical ability to cross rough terrain on or off-trail). The Executive Director will have access to a recently renovated office in Chocorua Village with high-speed internet service and a landline phone. A laptop computer, tablet computer, printer, and other necessary equipment and software will be provided by CLC.

Equity, Inclusion & Collaboration: The CLC is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that works for the good of the whole, that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and other protected status as required by applicable law.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*** Applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



CHOCORUA LAKE CONSERVANCY
Land & Water Stewards Since 1968

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