



Kennebunk Land Trust

Executive Director Job Description

OVERVIEW

Founded in 1972, the Kennebunk Land Trust (KLT), based in Kennebunk, Maine is dedicated to preserving and protecting significant natural spaces in the Kennebunk region. As one of Southern Maine's oldest working land trusts, KLT has preserved over 3,400 acres of forest, fields, and waterways, including 1,600 acres of the Kennebunk Plains. Of these preserved lands, more than 300 acres are conservation easements managed for private landowners. Kennebunk has some of the most beautiful land in the United States – rich evergreen and hardwood forests, sparkling rivers, sandy ocean beaches, and the bold, rocky Atlantic coast. The mission of KLT is to permanently conserve and steward land to benefit both natural and human communities. By preserving the special natural identity of Kennebunk and Lyman, KLT ensures a legacy of environmental beauty where residents and visitors can replenish their souls, children can experience the joy of discovery, and animals and plants can live out their ancient cycles of life.

SUMMARY OF POSITION

The Executive Director will coordinate and oversee all land trust operations, fundraising activities, and provide leadership and staff supervision to support the Kennebunk Land Trust's mission. The Executive Director will work closely with the Board of Directors to ensure the financial health of the organization and will monitor and report progress to the Board and/or standing committees on a regular basis. The Executive Director oversees the day-to-day activities of the organization, the management of the organization's office, budget, staff, and properties, as well as its land acquisition, community outreach, and fundraising activities. The person in this role will provide leadership and support to the Board of Directors, is under the supervision of the Board Chair and the Personnel Committee, and reports to the Board. As the principal spokesperson for the Kennebunk Land Trust, the Executive Director must display the highest standards of professionalism, cooperation, integrity, and maintain positive relationships with landowners, funders, members of the community, and our many conservation partners. This position is full time and will require occasional evening and weekend hours, as well as travel.

PREFERRED QUALIFICATIONS

- BA/BS degree and a minimum of five years of progressively responsible experience in land trust work, natural resource management, non-profit management, or in a related field.
- Demonstrated successful record of fundraising and budget management.
- Leadership experience, able to set a clear vision; ability to create and thrive in a team environment.
- Experience working with landowners, municipal and government agencies, community groups, and conservation partners to achieve shared objectives.
- Articulate and enthusiastic communicator, both verbally and written.
- Deep commitment to conservation and wildlife habitat.
- Strong organizational and supervisory skills.
- Demonstrated ability to think strategically, develop and manage complex projects from start to finish, and the ability to adapt to changing circumstances.

- Knowledge and experience with the policies and tools of voluntary private land conservation and conservation finance.
- Finely tuned negotiation and collaboration skills.
- Working knowledge of common software applications (e.g., Microsoft Word, Excel, PowerPoint, internet browsers) and willingness to learn new software programs; knowledge of DonorPerfect and Quickbooks is preferred.
- Valid Driver's License and own vehicle.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Management and Administration of Operations

The Executive Director is responsible for all day-to-day operations of the organization, including but not limited to:

- Management of office routines, maintenance of files and record-keeping, maintenance of office facilities and equipment, management of the organizational calendar and schedule of meetings;
- Maintenance of Board and Committee minutes;
- All public relations and external communications;
- Ensuring compliance of the Kennebunk Land Trust with the Standards and Practices of the Land Trust Alliance.

Planning

The Executive Director will assist the Board of Directors 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, and:

- Works with staff and the Board of Directors to establish goals and strategies, and develop multi-year and annual workplans;
- Monitors trends and organizational capabilities to ensure the strategic plan is current and accurate;
- Monitors, tracks, and reports progress toward plan benchmarks.

Financial Management

The Executive Director 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 Board Treasurer to manage the Kennebunk Land Trust's finances and investments;
- Prepares draft budgets in consultation with the Board Development Committee, other Committee chairs, Board Treasurer, and Board Chair 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; advises Board Chair and Board Treasurer of significant foreseen deviations from budget;
- Provides accurate financial records and information necessary for the Board Treasurer and/or bookkeeper to prepare monthly financial reports and perform annual tax statements, audits, and other tasks.

Fundraising

The Executive Director, with support from the Board of Directors, is responsible for generating financial support for the Kennebunk Land Trust. The Executive Director is a leader and active participant in

fundraising and in the identification, cultivation, and solicitation of donors and other funding sources; and:

- Works collaboratively with the Development Committee and Board to establish and achieve annual and long-range fundraising goals and strategies;
- Cultivate and steward major donors and prospects, including individuals, corporations, and private family foundations;
- Works closely with the Development Committee to plan, design, and implement membership development, fundraising campaigns, and events;
- Assumes primary responsibility for annual auction;
- Maintains membership records and development databases;
- Plans and prepares the Annual Report and the Annual Meeting.

Acquisition

The Executive Director is responsible for staying informed of developments in the professional field of land conservation:

- In conjunction with the Acquisition Committee, the Executive Director sets project priorities;
- Develops, nurtures, and tracks relationships with owners of potential conservation property;
- Maintains discreet database of prospective properties for use by the Acquisition committee;
- In conjunction with Kennebunk Land Trust's legal representation, negotiates conservation easements and fee acquisitions with landowners, subject to Acquisition Committee and Board authorization and approval;
- Drafts conservation easement and acquisition documents in conjunction with legal counsel.

Stewardship

The Executive Director is responsible for working with the Stewardship Committee to establish the practices necessary to manage, monitor, and maintain properties conserved by KLT; and:

- Ensures that baseline data, management plans, and other land conservation stewardship tasks are accomplished in an accurate and timely manner;
- Ensures that annual monitoring of properties is completed, as well as annual reporting to the Nature Conservancy on transferred properties;
- Maintains good relationships with landowners of all properties under conservation easement and abutters to easements, trails, and preserves.

External Communication and Outreach

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

- Oversees the development of public communications, including publication and distribution of brochures, maps, newsletters, emails (constant contact) and social media
- Ensures that KLT's website and social media accounts are maintained and regularly updated, and that KLT is represented appropriately on related sites;
- Represents Kennebunk Land Trust to the public and media, and makes presentations at public meetings and in other venues;
- Develops collaborative relationships with community groups, municipalities, and other appropriate conservation organizations;
- Oversees programs to introduce and facilitate public awareness and appreciation of Kennebunk Land Trust, its mission, and its conservation contribution to the community.

Internal Communication

The Executive Director is responsible for maintaining a collaborative and effective relationship with the Board of Directors, and:

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

Personnel Management

The Executive Director 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 systematic annual staff performance evaluations in accordance with approved job descriptions;
- Advises the Personnel 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 Personnel Committee and the Executive Director.

SALARY & BENEFITS

The salary range being offered for this position is \$60,000 - \$70,000 per year, commensurate on experience. Additionally, the Kennebunk Land Trust offers three weeks of vacation, one week of sick time, two personal days, and eleven holidays. While the Kennebunk Land Trust does not offer health benefits directly to the Executive Director, we do reimburse healthcare premium costs up to \$5,500 per year.