



**ANDROSCOGGIN  
LAND TRUST**

**Executive Director  
Androscoggin Land Trust**

To Apply: Send a letter of interest and resume to [boarddirector@androscogginlandtrust.org](mailto:boarddirector@androscogginlandtrust.org) . Please use ALT Executive Director Position as the email subject. References will be needed prior to a final decision. You are welcome, but not required, to include them with your initial application materials. **This position will remain open until filled, but priority will be given to applications submitted by July 20, 2020.**

**Status:** Part-Time, Salaried

**Reports To:** Board President

**Hours:** 20-25 hours per week (may include some evening and weekend hours)

**Compensation:** This position offers a salary of \$31,000-\$38,000 commensurate with experience, along with paid time off, paid holidays, and 401(k) retirement plan. Other benefit options are available, including health insurance, vision, dental, and disability plans.

**About ANDROSCOGGIN LAND TRUST:**

Founded in 1989 and based in Auburn, Maine, Androscoggin Land Trust (ALT) is a nationally accredited, non-profit conservation organization that works to conserve and steward significant lands in perpetuity for watershed protection, wildlife habitat, and outdoor recreational opportunities. Through both fee title and conservation easements, we hold and manage 53 properties — including working farms and forests — spanning over 5,000 acres in four counties (Androscoggin, Oxford, Franklin, and Sagadahoc). Our service area is expansive, including the second largest metropolitan area of the state in Lewiston-Auburn, as well as many rural small towns in Central and Western Mountains regions of Maine. We offer events and programs that connect people to the outdoors, including a pioneering “Learn to Fish” program on the Androscoggin River for downtown youth; we continually work to build, maintain, and improve safe, accessible trails for formal and informal recreation. ALT works closely with a wide network of community partners to achieve our mission, from members and volunteers to landowners, municipalities, community groups, and the wider Maine conservation community. ALT has a highly committed 14-member Board of Directors that provides direction, guidance and oversight for the organization.

ALT has been piloting a new leadership model and planning around an organizational staff transition since February 2020. We have recognized a need for experienced leadership that can focus on financial and organizational development in order to strengthen and position our organization for our vital mission going forward.

## **POSITION SUMMARY**

ALT seeks an Executive Director (ED) to provide day-to-day management of the organization, in conjunction with the Board of Directors, and to grow our base of support. Developing and implementing a fundraising plan centered upon major donor cultivation and membership growth (individual and business) is central to the role. The Executive Director will manage an operating budget of \$102,000 as well as project-specific budgets, working with a team of a half-time volunteer Land Stewardship Director, a part-time Administrative Assistant (to be hired), and a committed Board. The position is housed at the ALT office in downtown Auburn, but offers a flexible work environment, including options for remote work.

ALT's new leadership model will be centered upon the close working collaboration of the ED and Board. The ED's work will focus on financial development in order to assure the organization's long-term capacity to advance its land conservation mission. Toward this end, the successful candidate should have significant professional experience in fundraising and organizational management and development. They should be a person who values a collaborative and supportive environment. Cultivating a diverse and inclusive team is important to ALT, and candidates of all backgrounds are strongly encouraged to apply.

## **CORE RESPONSIBILITIES**

### **1. Administrative Management (35%)**

- Oversee day-to-day activity of the organization, with support from the Board (The volunteer Land Stewardship Coordinator manages the majority of stewardship-related activity)
- Manage the hiring, supervision, and evaluation of a part-time Administrative Assistant (to be hired), or collaborate with the Board in shaping a different staff/volunteer/consultant structure going forward
- Keep the Board apprised via regular monthly reports and attendance at Board meetings

### **2. Financial Development / Fundraising (40%)**

- Develop and implement a successful fundraising plan centered upon major donor cultivation and membership growth, with longer-term exploration of planned giving and Capital Campaign opportunities.
- Manage ALT's fundraising software (Little Green Light)
- Supervise support staff (when hired) and volunteers to prepare appeals and other mailings
- Work with the Board's Grant Committee to identify funding opportunities and submit grant proposals
- Communicate the ALT vision and mission through traditional and social media, and increase ALT's visibility in the community. Continue efforts underway to promote the value of land conservation to climate change mitigation

### **3. Organizational Development (25%)**

- Work collaboratively with the Board in continuing efforts to:
  - Strengthen ALT's human and financial resources to advance our mission
  - Analyze operations for improved cost- and time-efficiencies
  - Identify new opportunities emerging from the challenges of Covid-19, including potential new community partnerships and resource sharing

#### **Desired Qualifications and Attributes of the Executive Director:**

- Bachelor's degree required
- Demonstrated success in fundraising essential
- Significant experience in development, nonprofit management, and/or land conservation
- Supervisory experience preferred
- Ability to design and implement strategies for major donor cultivation and membership growth, along with other key development approaches
- Strong interpersonal, relationship-building, and communication skills
- Ability to effectively utilize social media to communicate ALT's mission and to raise ALT's visibility in the community
- Ability to effectively utilize development and marketing software tools
- Excellent time management skills, with ability to prioritize tasks
- Strong community orientation and the commitment to collaboration
- Capacity to work flexible hours, including occasional evenings and weekends for meetings and events
- A valid vehicle driver's license and personal vehicle with evidence of insurance and willingness to travel
- Physical mobility to access ALT properties for outreach