



ISLAND HERITAGE TRUST

Executive Director

Island Heritage Trust (IHT) seeks a full-time Executive Director to lead a growing non-profit organization dedicated to conserving the natural and cultural heritage of Deer Isle and surrounding islands.

The ideal candidate should have strong leadership and strategic planning skills, a passion for land conservation, and the ability to work effectively with the Board of Trustees, staff and volunteers and to serve as the public face of IHT with landowners, donors, local citizens and the broader land trust community.

Founded in 1987, Island Heritage Trust's mission is to "contribute to the well-being of the island community by conserving its distinctive landscapes and natural resources, by maintaining public access to valued trails, shoreline and islands and by providing educational programming for all ages." The organization is currently staffed by a Development Director & Volunteer Coordinator, an Environmental Educator, a Stewardship Director and a Bookkeeper. IHT owns 26 properties (totaling over 600 acres), holds conservation easements on 30 properties (covering more than 835 acres), and co-manages with the Nature Conservancy and the State of Maine three conservation properties totaling nearly 300 acres.

The Executive Director reports to the Board of Trustees and is responsible for the day-to-day management of IHT. The Executive Director's job will encompass the following:

Leadership and Strategy

- Work with the Board of Trustees to develop and implement strategies to carry out IHT's mission, including updating its Strategic Plan
- Lead program development and execution
- Guide satisfaction of LTA accreditation requirements and compliance with LTA standards
- Devise strategies to expand IHT's financial base and manage its finances
- Recruit, train, supervise, evaluate and inspire staff
- Promote active participation by volunteers
- Expand IHT's community outreach
- Represent IHT in its work with the public, donors and the land trust community

Land Conservation

- Oversee the implementation of IHT's land programs, including conservation planning
- Evaluate and negotiate conservation easements and fee property acquisitions
- Supervise the Stewardship Director and oversee stewardship of properties
- Interact with property owners
- Plan and implement responses to easement amendments and violations
- Remain up-to-date on issues and trends in the land trust community

Community Relations

- Develop and oversee public relations activities and relations with landowners, members, community leaders and other organizations
- Disseminate information to the public on land conservation and on IHT, its programs and projects
- Oversee the work of the Environmental Educator in developing and implementing programs for the schools and public
- Maintain and update the IHT website and facebook page

Development

- Develop, implement and lead land program, operating and capital campaign fundraising activities
- Supervise the Development Director
- Identify and pursue grants and other funding sources
- Develop and direct an active membership recruitment program

Finance

- Work with the Treasurer and the Finance Committee to prepare the annual budget
- Manage budgeted expenditure as directed by the Finance Committee and/or IHT's Bylaws
- Ensure that restricted funds are expended solely in accordance with the donor's instructions
- Oversee the Bookkeeper in all of the Bookkeeper's functions, including ensuring that IHT bills are paid in a timely fashion and that that appropriate filings are made with respect to donations
- Ensure that all insurance policies, documentation relating to IHT's charitable status, IHT's annual reports, tax filings and PILOT contributions are up-to-date and made in a timely fashion

Administration

- Communicate regularly with the Board of Trustees and committees to maintain a consistent flow of information both inside and outside the organization
- Prepare and circulate to Trustees documentation for each Board meeting
- Attend Board meetings and Committee meetings as required
- Maintain Board records and files of all Board minutes, agendas, and related documentation
- Work with the [Board Development Committee] and Development Director to prepare and organize materials and training for new and existing Board members
- Monitor the performance of independent contractors and volunteer staff
- Keep current with relevant employment laws and practices
- Review and recommend to the Board appropriate changes to organizational structure and personnel policies
- Manage IHT facilities
- Maintain and secure membership lists, donation records, and other IHT records in an orderly and accessible manner

Minimum Qualifications

| | |
|--------------------------------|---|
| Education: | Undergraduate degree or equivalent |
| Experience: | At least three years of relevant experience. Land conservation, supervisory, budgeting, nonprofit restricted funds management, fundraising and management experience preferred. |
| Knowledge, Skills, Attributes: | Financial acumen, time management, delegation, excellent written and oral communication skills, relationship building, teamwork, excellent organization skills, high energy level, enthusiasm, action oriented personality, willingness to work a flexible schedule including occasional evenings and weekends, knowledge and a commitment to the Deer Isle area. |

To apply for this position: Send cover letter and résumé to chair@islandheritagetrust.org or to
Island Heritage Trust, P.O. Box 42, Deer Isle, ME 04627. Deadline for application: March 1, 2018