



## JOB DESCRIPTION

2022

*Title:* Executive Director

**Open until filled**

*Organization:* Dartmouth Natural Resources Trust, Inc.

The Dartmouth Natural Resources Trust (DNRT) seeks an individual with appropriate experience and excellent communication and organizational skills to lead DNRT as its Executive Director (ED).

DNRT is a non-profit, membership-supported land trust, formed in 1971 by community members concerned about the future of Dartmouth, MA. Its mission is to preserve and protect Dartmouth's natural resources for people and nature, forever. Over the years, DNRT has helped permanently protect more than 5,500 acres of wetlands, wildlife habitat, farmland, forests, and scenic landscapes in Dartmouth, making it one of the most successful land trusts in the state. DNRT was awarded accreditation by the Land Trust Accreditation Commission in 2014.

DNRT currently has more than 1,300 members, 60 Reserves, and maintains more than 40 miles of hiking trails. DNRT is supported by more than 200 active volunteers and has maintained vigorous partnerships with other local, area, and regional organizations to accomplish its land conservation, land management, and outreach goals.

### **Responsibilities**

The primary responsibility of the ED is to support DNRT's mission by working to achieve the goals outlined in its 2020 Strategic Plan: 1) Land Acquisition: Identify and protect land important for conservation in Dartmouth; 2) Land Management: Manage DNRT's Reserves and Conservation Restrictions for the benefit of all biodiversity; 3) Development and Outreach: Build broad-based, long-term support for DNRT and land conservation in Dartmouth by connecting people to DNRT and to the land; and 4) Organizational: Strive to be an exemplary land trust by continuing to strengthen DNRT governance and operations.

The ED is responsible for the successful implementation and oversight of all aspects of running the organization. The ED leads DNRT's land acquisition program and supervises, motivates, and supports staff in the areas of land management, development and outreach, and finance. The ED fosters collaborative relationships with the town of Dartmouth, DNRT members, strategic partners, community, committees, volunteers, and the Board of Directors.

### **Specific Duties**

#### Leadership

- Serves as the day-to-day decision-maker for the organization. The ED has an understanding of all aspects of organizational operations (i.e. programs, fundraising, finance, and administration).
- Acts as the lead spokesperson for DNRT and educates the public about DNRT and its mission, through public appearances, publications, and personal contacts. Represents DNRT at meetings and gatherings of local, regional and statewide land protection and related groups.
- Engages the Board of Directors to achieve DNRT's Strategic Planning goals.
- Oversees, motivates, and fosters a positive work environment for both staff and volunteers to accomplish DNRT's mission.
- Is responsible for recruiting, hiring, and supervising the Land Manager, Development and Outreach Specialist, and Office Manager.

- Ensures that annual performance evaluations of the DNRT staff are completed and that all staff are competitively compensated with benefits that align with current trends in the land trust community.
- Identifies professional development opportunities for staff and educational opportunities for board and committee members.
- Oversees maintenance of the DNRT Center including computer hardware and software.
- Fosters communication among the President, Board of Directors, committees, and staff.
- Supports the Board's Strategic Planning process.
- Assists the Board Development Committee in recruiting new board and committee members.
- Ensures that DNRT's activities support its Land Trust Accreditation status.

#### Land Acquisition

- Leads DNRT's Land Acquisition Program.
- Identifies and evaluates potential land acquisition projects and prepares reports for the Land Acquisition Committee.
- Communicates and negotiates with landowners.
- Oversees fundraising for land acquisition projects. Builds strong relationships with public and private donors. Identifies and writes grant applications.
- Oversees drafting of purchase and sales agreements, title searches, appraisals, surveys, and other due diligence items.
- Drafts conservation restrictions.
- Develops strategic partnerships with appropriate public and private organizations.

#### Land Management

- Assists Land Manager in identifying land management priorities and, if necessary, in identifying sources of funds.
- Provides Land Manager with support, feedback, and guidance in dealing with land management issues and projects, especially those that have legal implications (such as Conservation Restriction violations).

#### Development and Outreach

- Assists Development and Outreach Specialist with developing a cohesive and comprehensive annual fundraising and marketing plan.
- Supports Development and Outreach Specialist with planning for and personal participation in the guided walk series, special events, and the production of publications and fundraising materials.
- Helps manage DonorPerfect database.

#### Finance

- Develops, monitors, and ensures adherence to annual budget with assistance from the Office Manager and other staff.
- Participates in the fiscal management of the organization's operating and investment funds with the Treasurer and Finance Committee.
- Supports the Office Manager with audit preparation and review.

#### Qualifications/Experience

The ideal candidate will demonstrate and possess:

- The right mix of leadership, passion, vision, and a strong aptitude for building and maintaining the relationships that help DNRT achieve its mission.

- A Master's degree and/or equivalent professional experience. At least five years of relevant experience with a non-profit organization or public agency related to conservation, land protection, or environmental services.
- Supervisory experience in managing a staff as a team and working closely with a committed Board of Directors.
- A demonstrated record of achieving results and advancing organizational goals.
- Knowledge of natural resources issues and experience with land conservation transactions.
- Successful fundraising experience, particularly in raising operating funds.
- Excellent oral, written, and listening communication skills and ability to present ideas clearly and persuasively.
- Knowledge of and experience with budgets and finances.
- Experience in building and maintaining long-term relationships with constituents and demonstrated success in building and nurturing of collaborative partnerships.
- Strong computer skills.
- G.I.S. (Geographic Information System) proficiency is important.

### **Hours and Compensation**

Full-time, Salaried Position with a competitive benefit package commensurate with experience and qualifications.

### **To apply, please submit a resume and letter of interest via email to [edsearch@dnrt.org](mailto:edsearch@dnrt.org)**

Resumes will be reviewed as received and interviews scheduled as appropriate.

Position open until filled.

Additional organizational information may be found at [dnrt.org](http://dnrt.org).

DNRT is an Equal Opportunity Employer.