



M A N A D A
C O N S E R V A N C Y

Executive Director

Overview

Manada Conservancy, a dynamic land trust launching its second 25 years of service to Dauphin County, PA, is seeking an Executive Director to lead our efforts to preserve land and provide environmental education in our region for the benefit of all. The new Executive Director will provide oversight of operations, personnel, development and community outreach, and will advance the strategic goals of the Conservancy. This full-time position includes a competitive compensation package (\$65-70K annually based on qualifications and experience), healthcare and retirement benefits, flexible hours, and a friendly, caring, and inclusive work environment. A Bachelor's degree, at least five years of experience related to land preservation/habitat restoration/land stewardship, leadership experience in fundraising and development, and at least three years of experience in a supervisory role are strongly preferred.

This position will remain open until June 15, 2022.

To apply, please submit your résumé and a cover letter to Karen Haldeman at office@manada.org.

Manada Conservancy is an Equal Opportunity Employer committed to diversity, equity, inclusion, and belonging.

Mission

Manada Conservancy is a land trust dedicated to preserving the natural, historic, agricultural, and scenic resources of Dauphin County through land conservation, environmental education, and community engagement.

Vision

Manada Conservancy envisions communities in which preserved land is abundant, native habitat is restored, and conservation is widely understood and practiced for the benefit of all.

Guiding Principles

- **Personal connection with nature:** Manada Conservancy believes that a personal connection with nature increases well-being for individuals and for our communities. We will promote and inspire a personal connection with nature for everyone we serve.
- **Conserving irreplaceable resources:** We believe that Dauphin County's natural resources enrich our communities, maintain the health of our environment, and increase our resilience to climate change. They are irreplaceable and their conservation is our highest priority.
- **Restoring natural environments:** The Conservancy is committed to diligent stewardship of our owned and leased properties and to supporting others in their stewardship efforts. We strive to

restore habitats to their natural state by activities such as improving riparian buffers, removing invasive species, and promoting the use of native plants in landscaping.

- **Fulfilling our promise to future generations:** Manada Conservancy recognizes its responsibility to conserve the natural assets for current and future generations. We will remain organizationally and fiscally robust, consistently use the best available information to guide decision-making, and ensure the availability of resources to care for our properties and easements in perpetuity.
- **Building awareness:** The Conservancy's success is contingent on raising awareness of the importance of a healthy natural environment to the health of the communities we serve and to global health and resilience. We will serve as a scientifically sound and trusted voice regarding conservation matters. We will use all our resources – our natural, financial, and particularly our human resources - wisely and with integrity to benefit and ensure the trust of the community.
- **Seeking collaboration:** Given the importance and breadth of our mission, Manada Conservancy will actively seek collaborations to increase our impact. We will offer our knowledge, capabilities, and energies to other organizations including other land trusts, state and local governments, other non-profits, and businesses that support conservation. We will expand our engagement to include new partnerships, including organizations that serve communities historically underrepresented in conservation efforts and access to the natural world.
- **Engaging all authentically and respectfully:** Manada Conservancy believes that there is both community benefit and personal reward in working together with passionate, thoughtful individuals to advance a common cause. Our work within the Conservancy, with our partners, and with all other stakeholders will therefore be grounded in authenticity and respect. We will honor the diversity of Dauphin County by listening attentively to its people and offering our experience and assistance to those who seek it. We will provide informative programming and engage with the many communities that comprise this region.

Organizational Profile

Founding: A 501(c)(3) land trust in operation since 1997

Service Area: South Central PA, primarily Dauphin County (pop. 278,000; land area 558 square miles), home to portions of the Kittatinny Ridge, Swatara Creek, and Susquehanna River and State Capital, Harrisburg

Volunteer board: 11-19

Staff: 3.5 FTE (current)

Number of members: ~440

Acres protected: ~2500

Owned: ~120, 8 parcels

Eased: ~2400, 26 parcels

Operating budget: ~\$240,000

Operating reserve: \$180,000

Endowment: ~\$350,000

Partners include: PA Dept. of Conservation and Natural Resources, The Nature Conservancy, PA Audubon, Kittatinny Coalition, Fort Indiantown Gap Army compatible use buffer program, Tri-County Regional Planning Commission, Dauphin County Woodlands Owners Association

Educational programs (adults and children's): 5/year; total ~200 attendees

Events: various fundraising and outreach events over the course of a year

Native plant sales: spring and late summer

Riparian buffer plantings: ~35 in total, >5,000 trees

Dauphin County demographics:

Median age ~ 40

Race/ethnicity/heritage: ~20% Black, 10% Hispanic, 70% white; ~14% foreign born

Median household income ~\$60,000

Persons in poverty ~11%

Median property value ~\$170,000

Position Description

Full-time (salaried)

The Executive Director (ED) is the chief executive officer of Manada Conservancy (MC). The ED is responsible for day-to-day operations, supervises MC staff, executes fundraising plans, and acts as the primary spokesperson for the Conservancy. The ED receives direction from the President and Board of Directors and is generally guided by the organizational strategic plan. The overall allocation of effort for the ED is divided among Operational Oversight (50%) and Community Outreach and Development (50%).

Responsibilities:

Operational Oversight (50%)

1. The ED maintains positive relations with Board of Directors, staff, members, volunteers, donors, community, foundations, and public agencies.
2. The ED, in cooperation with the Board of Directors and staff, works to foster an environment of justice, inclusion, diversity, understanding and knowledge.
3. The ED is responsible for MC operations, including the day-to-day decision-making and regular workflow of the MC staff.
4. The ED oversees all aspects of Manada Conservancy activities, ensures staff support to all committees, and receives and reviews reports from all committees.
5. The ED is responsible for orientation, supervision, training, personnel management, and annual evaluation of all paid staff. The ED ensures that staff activities are consistent with respective job descriptions and can be completed within reasonably allotted times.
6. The ED provides oversight, with Board participation, of land conservation, habitat restoration, awareness of and support for maintaining open space, and effective land stewardship.
7. To maintain a working knowledge of the activities and capacity of the organization, the ED participates in the planning and execution of activities performed by volunteers and *ad hoc* committees. The ED has final authority regarding the timing, logistics, and extent of staff participation in all activities performed by volunteers and *ad hoc* committees.
8. The ED supports the Board of Directors and Board Committees as authorized by the President of the Board, assists the President in preparing the agenda for Board of Directors meetings, and attends these meetings, providing reports on Conservancy activities
9. The ED oversees the Manada Conservancy's legal matters, financial, and record keeping systems to ensure compliance with *LTA standards* and recommendations of the Auditors. The ED is responsible for maintaining standards of accreditation.
10. In consultation with the Board of Directors, the ED is responsible for establishing paid staff positions and for the advertising and interviewing for these positions. The ED is responsible for making hiring recommendations to the Board of Directors.

11. The ED chairs weekly staff meetings that identify critical activities and projects to be initiated or completed, and by whom. The ED presents staff requests to the Board of Directors, including financial requests such as for large equipment and staff salary and wage increases.
12. The ED conducts a bi-annual interview with each Board member to assist with Board development and gain additional insights on MC needs.
13. The ED remains apprised of relevant regional, state, and global preservation efforts that directly involve MC.
14. The ED seeks partnerships with other organizations to further the Conservancy's mission.

Community Outreach and Development (50%)

1. The ED acts as the primary spokesperson for Manada, promoting awareness of, and support for, MC's mission.
2. The ED fosters a sense of community with Manada members, Board, employees, and the greater local community that Manada serves.
3. Based on the priorities of the MC Strategic Plan, the ED is responsible for identifying fundraising opportunities, strategies, and goals for Board consideration.
4. The ED is responsible for creating, implementing, and managing a planned giving program to increase the number of planned giving donors and to steward existing donors.
5. The ED is responsible for building relationships with potential donors and working with the Board and committees to create opportunities to showcase MC properties and activities.
6. The ED works with fundraising volunteers, Board and staff to maintain and create fundraising initiatives, actively pursue grants and maintain the grants database.
7. The ED helps identify, recruit, motivate, and train Board members for fundraising activities.
8. The ED directs and works collaboratively with other staff members to host Conservancy fundraising events.
9. The ED facilitates Outreach activities in consultation with the Outreach Committee as agreed to by the Board.
10. With assistance from the Office Manager, the ED facilitates and oversees MC communications
 - a) Production of materials for educational programming, press releases, posters, mass emails, signage, and the like
 - b) The Conservancy's social media presence
 - c) Release of all Conservancy publications
 - d) Information on the website and in informational packets (with assistance from appropriate committees)
 - e) Production and distribution of quarterly newsletter.
11. With assistance from the Office Manager, the ED oversees volunteer coordination. This includes recruiting new volunteers (possibly including a volunteer coordinator) and strengthening relationships with existing volunteers.

Qualifications:

A Bachelor's degree, at least five years of experience related to land preservation/habitat restoration/land stewardship, leadership experience in fundraising and development, and at least three years of experience in a supervisory role are strongly preferred.

Supervision:

The Executive Director of Manada Conservancy reports to the Board of Directors and works under the supervision of the President of the Board.