



## **Job Description – Executive Director**

**MISSION:** Central Pennsylvania Conservancy (CPC) is an accredited, nonprofit land trust with a mission to acquire, preserve, and protect local land and natural resources in South-Central Pennsylvania. Active for almost 40 years, the organization serves a 6-county region, consisting primarily of a focal area including Cumberland, Franklin, Perry, with occasional secondary responsibilities in Dauphin, Juniata, and York Counties. Our vision is to create a local network of permanently protected and preserved lands by fostering a community committed to conservation and acquiring key lands and easements.

**JOB TITLE:** Executive Director

**TIME COMMITMENT:** Full-time

**LOCATION:** The CPC office is located at 401 East Louther St. in Carlisle, PA. CPC's conservation work occurs primarily throughout the Pennsylvania counties of Dauphin, Perry, Cumberland, Juniata, and Franklin. Collaborative work with other organizations may occur in other neighboring counties.

**SUMMARY OF POSITION:** CPC is seeking an experienced, dynamic, and ambitious leader who can work effectively with the Board of Directors, its committees, and staff to grow the organization, both internally and externally, to advance its strategic goals and strategies. The Executive Director (ED) works under the guidance of, and cooperatively with, the President and members of the Board of Directors and oversees the work of several staff members. The ED is responsible for the successful management of CPC and must therefore be a strong communicator, administrator, and manager. Excellent interpersonal skills are essential since continued positive relations with Board members, volunteers, landowners, governmental agencies, donors and staff are necessary for CPC to grow and achieve its goals.

Primary responsibilities, with the support of staff, contractors and volunteers, include fundraising, membership development, communications, budgeting, reporting, staffing, grant application and management, and partnership development. The ED provides oversight, leadership, management and facilitation to ensure success of CPC's land protection and stewardship projects. The ED may take responsibility for specific land protection projects or stewardship initiatives.

### **SPECIFIC DUTIES:**

#### ***FUNDRAISING:***

- Oversee and direct fundraising and membership development activities, including designing and implementing solicitations, and seeking financial support, grants, contracts and other assistance from individuals, foundations, corporations, and public

- agencies
- Work with a consultant and the Board to develop and implement a long-term funding plan
- Develop and foster relationships with major donors to grow and sustain CPC's mission and programs according to established strategic goals
- Conduct two main fundraisers per year, with staff and Board members in support roles

#### *COMMUNICATIONS:*

- Represent CPC at meetings, conferences, and community or partner presentations
- Develop collaborative relationships with local, regional, and state conservation agencies and organizations
- Communicate effectively with Board members, staff, volunteers, and donors
- Cultivate major donors
- Prepare and submit grant applications with assistance of staff and consultant
- Oversee staff creation of, at minimum, a quarterly e-newsletter with an ED note for each e-newsletter
- Write an annual report, news releases and informational materials with support of staff
- Oversee CPC's website with support of staff
- Oversee CPC's social media accounts with support of staff

#### *ADMINISTRATION & MANAGEMENT:*

- Direct and conduct organizational management functions. Prepare and manage budgets and reports, and oversee financial investments. Work with Administrative Specialist on day-to-day processing of finances and work with the Board Treasurer and accountants on annual 501c3 tax return filing requirements
- Provide written executive director reports for each Board meeting in conjunction with CPC's Administrative Specialist and Board Treasurer
- Assure that all tax, financial, and corporate documents are properly filed or submitted with CPC's Administrative Specialist and Board Treasurer
- Ensure that all CPC work follows the Land Trust Alliance Standards and Practices, and that LTA Accreditation is maintained and renewed every 5 years
- Manage all agreements and contracts entered into on behalf of CPC: track and meet deadlines, submit invoices/budget updates, and produce reports with support from CPC's Administrative Specialist.
- Hire, supervise, develop, and evaluate staff in the performance of their assigned duties
- Oversee CPC's financial and record-keeping systems with support from CPC's Administrative Specialist
- Develop yearly operational budgets with assistance of Administrative Specialist, Board of Directors, and accountant
- Coordinate CPC's legal matters
- Serve at the direction of the Board of Directors and support ongoing strategic planning efforts

#### *LAND PROTECTION AND STEWARDSHIP:*

- Oversee CPC's program of land conservation, land acquisition, conservation easements, stewardship and monitoring
- Work with staff, Board members, and volunteers to facilitate the

- implementation of land protection and stewardship programs
- In coordination with CPC staff and the Land Protection and Land Stewardship Committees manage select projects as needed

**QUALIFICATIONS:**

- Demonstration of a strong personal interest in, and commitment to, the conservation of land and natural resources
- A Bachelor's degree in natural resources, environmental studies, nonprofit or business administration, or a related field, and preferably five years of professional experience in a related field. Experience with conservation and funding agencies in Pennsylvania is preferred
- Demonstrated experience with management of a non-profit organization, working with a Board of Directors, or managing a large multi-faceted project
- Experience in supervising staff and/or volunteers with diplomacy and mutual trust
- Demonstrated success in fundraising or marketing/sales with particular experience desired in major gift fundraising and securing and managing public and private grants
- Experience working for a land trust or conservation organization desired
- Strong written and verbal communication skills
- Proficiency with computer applications, donor development databases, data storage and record-keeping, and public presentations
- Familiarity with social media marketing and management is desired.
- Ability to interact well with a wide variety of people, including a Board of Directors, staff, landowners, government officials, the press, donors, and the general public
- Familiarity with Land Trust Alliance Standards and Practices as well as Accreditation requirements

**SALARY & BENEFITS:**

- \$82-87,000 commensurate with experience and qualifications
- \$3,000 annual payment in lieu of benefits
- Simple IRA retirement plan with an employer match of up to 3%
- 20 days/year of paid leave (vacation + sick days), plus holidays
- Opportunity to conduct some work remotely as appropriate
- Support for training and development

**WORKING CONDITIONS:** Duties are performed primarily in the office, but also in the field on occasion. Travel is required to various locations in the region for meetings, conferences, speaking engagements, or site visits at conservation properties. Some evening and weekend events will be required.

For more information about the Central Pennsylvania Conservancy, visit us online at [www.centralpaconservancy.org](http://www.centralpaconservancy.org). CPC is an equal opportunity employer.

**APPLICATION:** To be considered, please email your resume with cover letter by April 11, 2025 to [SearchComm@centralpaconservancy.org](mailto:SearchComm@centralpaconservancy.org). No calls please.

*Disclaimer: The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of this job. The Executive*

*Committee and the Board have the sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*