

HERITAGE CONSERVANCY

POSITION DESCRIPTION

www.heritageconservancy.org

POSITION: President & CEO

DEPARTMENT: Administration

WAGE & JOB STATUS: Exempt

EMPLOYMENT STATUS: Full Time

CHARACTER PROFILE:

- Inspired by the role of conservation in supporting and improving the quality of life in our communities
- Motivated to strengthen and implement Heritage Conservancy's (HC) dual vision of land conservation and historic preservation
- Aligned with HC's values of integrity and respect, and guided by principles of diversity, equity and inclusion

QUALIFICATION & JOB REQUIREMENTS:

- Leadership: At least 5 years of executive or senior leadership experience, including management of professional staff and budget responsibility.
- Conservation background: Deeply knowledgeable and respected in the conservation community.
- Fundraising and Relationship Building: Demonstrated success in fundraising and grant solicitation in the non-profit, for-profit, and/or government space. Ability to network and willingness to create and sustain trusting relationships with donors, supporters, and grant giving entities. Strategic in developing and leveraging partnerships with other organizations aligned with HC's mission.
- Communication: Excellent interpersonal and communication skills, talented storyteller, ability to be the ambassador for HC.
- Strategic skills: Entrepreneurial spirit and an aptitude for creative problem solving. Driving force in developing and implementing strategic plans.
- Physical requirements: Ability to visit and assess large tracts of land and historic structures.
- Education: B.A or B.Sc. required, M.A. or M. Sc. desirable

PRIMARY RESPONSIBILITIES:

- Serve as HC's external voice and ambassador of its mission and vision.
- Work with the Board of Directors and staff to articulate, drive, and implement the vision, mission, and strategic plan of HC.
- Lead and expand fundraising with the long-term goal of increasing HC's endowment to ensure future sustenance and the ability to provide stewardship of entrusted entities in perpetuity.
- Take responsibility for creating revenue streams through income from properties, cultivation of contract services, and solicitation of grants from foundations, government agencies, and other entities on an ongoing basis.

- Lead the development of the annual operating and capital budgets and its administration along with the COO and the Finance Committee, and prepare for approval by the Board.
- Monitor financial operations along with the COO to ensure cash flow, fiscal responsibility, and adherence to budget.
- Lead by example a talented group of professionals, create opportunities for leadership growth for staff, support and leverage knowledge acquisition and transfer. Engage, mentor and coach senior staff members.
- Initiate and manage activities and work across several departments on key projects requiring a team effort.
- Take an active role in the professional conservation/land trust community.

OTHER RESPONSIBILITIES:

- Attend other meetings, various functions, dinners, lectures, receptions throughout the region to promote HC's presence as needed.
- Meet with property owners to preserve land and historic structures, as well as key donors, and other stakeholders of the organization.
- Negotiate contracts, easements, and leases, along with the COO and management team.
- Oversee HC owned properties to make management decisions and ensure proper maintenance.

JOB DIMENSIONS:

- Assign and approve work - based on direction from the Board and guided by the strategic plan.
- Prepare Reports – regular reporting to the Board of Directors

ORGANIZATION STRUCTURE & RELATIONSHIPS:

- Reports to the Board of Directors
- Manages a team of about 20 full time professionals, including a COO

OTHER RELATIONSHIPS: Executives of corporations, foundations, government officials, CPA's, lawyers, professionals, and individuals for fundraising.

COMPENSATION & BENEFITS:

- Compensation: Per Agreement
- Competitive health insurance plans available
- Other benefits: paid time off, health insurance, 401k
Extra perk: office in a century old Tudor mansion surrounded by lovely gardens

The Heritage Conservancy is proud to be an Equal Opportunity Employer and committed to creating and celebrating diverse thoughts, cultures, and backgrounds throughout our organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.