



# Hunterdon Land Trust

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111 Mine Street, Flemington, NJ 08822

## **The Organization**

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An accredited land trust that just celebrated its 25<sup>th</sup> anniversary, HLT has protected more than 11,000 acres in the Hunterdon County region. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals. HLT's offices are located at the Historic Dvoor Farm in Flemington, NJ.

## **Position Description: Executive Director**

Reporting to the Board of Trustees, the Executive Director provides strategic direction, operational oversight, fundraising leadership, and inspiration for all aspects of Hunterdon Land Trust (HLT). The Executive Director is the organization's public face and principal spokesperson, oversees approximately seven full- and part-time professional staff members, and has fiduciary responsibility for an operating budget in excess of \$600,000. The majority of the income is derived from grants, individual donations, business sponsorships, and other fundraising activities such as events. This is a full time, exempt role working 40 hours per week primarily in the office. Responsibilities include:

### Operational Management/Administration

- Ensure compliance with Land Trust Alliance Standards and Practices to maintain Accreditation
- Motivate staff to implement Strategic Plan and Annual Work Plan
- Attract and retain high performing staff and achieve high standards in all aspects of program development
- Implement Board policies; recommend policies and amendments as appropriate
- Oversee human resource needs (e.g. staff reviews, hiring)
- Prepare and implement annual budget
- Minimize organizational risks (e.g. risk management plan, insurance)
- Ensure that staff, facilities, and programs comply with applicable local, state, and federal laws and regulations
- Work effectively with the Board of Trustees; aid Board development and trustee recruitment
- Oversee successful recruitment and management of volunteers
- Build upon efforts to create a diverse and inclusive environment

### Fundraising and Outreach

- Achieve annual budgetary goals
- Lead the effort to substantially increase development activities; grow individual donor engagement and contributions for both annual giving and planned giving
- Diversify revenue sources
- Engage trustees in donor cultivation
- Support Dvoor Farm Capital Campaign
- Maintain strong partnerships to support strategic goals
- Engage new, diverse audiences to support HLT

### Special Projects

- Oversee the implementation of the Dvoor Farm site plan to maximize public use of the site

## Qualifications

HLT is looking for a person of high integrity, who seeks to meet and exceed expectations. Highly qualified candidates will be passionate about preservation of natural and cultural resources and have demonstrated ability to manage business operations while achieving strategic goals. Strong candidates will be engaging self-starters with significant fundraising acumen and enthusiasm for engaging the public and hosting events. HLT seeks an individual who takes initiative to evaluate efforts to improve outcomes, maintains staff morale, and inspires collegial work to succeed in growing capacity while achieving results.

Ideal candidates will have the following:

- Bachelor's degree is required
- Genuine interest in Hunterdon Land Trust's mission of preserving the natural and cultural resources of the Hunterdon County region
- Knowledge of conservation issues and the benefits of land preservation
- Minimum of five years of relevant, demonstrable management experience is required, including successful resource development, financial management, board relations and a proven capacity to motivate, mentor and lead staff
- Demonstrated ability to cultivate and solicit resources, including but not limited to financial resources, volunteer commitments, and corporate and other business support
- Significant understanding of fundraising ethics and principles
- Proficiency with Microsoft Office Suite and computer skills; knowledge of databases
- Superior written and oral communications; engaging public speaking skills
- Strong interpersonal skills, integrity, and professionalism
- Ability to multi-task and prioritize
- Ability to work in fast-paced yet collegial environment

## Compensation

HLT offers a competitive package including a salary commensurate with experience. The package also includes health and retirement benefits, paid time off, and a flexible work environment.

## To Apply

Please provide a cover letter, including salary requirement, and resume to [hltadmin@hunterdonlandtrust.org](mailto:hltadmin@hunterdonlandtrust.org). The position will remain open until filled. Additional information about Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).



Hunterdon Land Trust, a New Jersey Nonprofit Corporation  
P: 908.237.4582 F: 908.237.2225