



The Gunpowder Valley Conservancy is an  
Equal Opportunity Employer  
Visit <https://gunpowdervalleyconservancy.org/>

## **PART-TIME EXECUTIVE DIRECTOR JOB OPENING & DESCRIPTION**

### **ANNOUNCEMENT:**

The Gunpowder Valley Conservancy, a regional non-profit organization based in Maryland in the Gunpowder Watershed, seeks a dynamic, creative, and energetic leader to serve as Executive Director.

The mission of the Gunpowder Valley Conservancy is to educate and mobilize people and resources to preserve and restore the lands and waterways of the Gunpowder watershed, which drains some 500 square miles from its starting point in lower York County, Pennsylvania, through Carroll, Baltimore and Harford counties, Maryland, before reaching the shores of the Chesapeake Bay.



### **POSITION SUMMARY:**

Reporting to the Board of Directors, the Gunpowder Valley Conservancy (GVC) Executive Director (ED) will have strategic and operational oversight of the GVC's staff, programs, expansion, and execution of its mission. This includes providing guidance to the staff and contractors in the strategic development and implementation of all programs; overseeing financial, human resources, and grants management; developing, ensuring, and maintaining a diversified funding stream to support program implementation; helping to lead development and fundraising efforts; and serving as primary liaison to the Board of Directors. The ED serves as principal spokesperson for the GVC to the broader community, including political and business leaders, other environmental organizations, scientists, schools, and federal, state, and local government staff and officials. This is a part-time position with negotiable work hours.

## POSITION RESPONSIBILITIES/DUTIES

- Fundraising
  - Support GVC capacity building and development through varied funding sources to grow opportunities and the impact of the conservancy.
  - Work with Board and Fundraising Committees to determine best strategies and methods for increasing income and membership and to promote GVC's annual fundraiser.
  - Cultivate individual donors (mail, phone, in person meetings) through Board contacts, current donor lists, land preservation contacts, and other initiatives to be identified by the Executive Director.
  - Expand corporate giving opportunities (mail, phone, in person meetings), including those businesses that support the GVC annual fundraiser to deepen those relationships.
  - Work with Grant Writer to understand and explore new grant opportunities.
- Public Outreach
  - Act as the primary spokesperson for the GVC at public events.
  - Explore and implement ways to improve public relations.
  - Develop contacts with key environmental organizations, scientists, schools, and federal, state, and local government partners, officials and staff.
  - Oversee development of monthly e-newsletters and social media outreach
  - Generate the hard copy annual report with the communications team
  - Work with staff and contacts to grow GVC's e-newsletter distribution list.
- Board Leadership and Program Management/Operations
  - Develop and maintain a deep understanding of the GVC's Education and Restoration and Land Preservation strategies, activities and plans.
  - Oversee the work of GVC staff and contractors to ensure efficient and effective use of GVC resources within budget and in compliance with laws and regulations. Prepare an annual budget for adoption by the Board and supervise budget adjustments during the year as anticipated funding changes or unanticipated costs arise.
  - Manage personnel operations including, but not limited to: hiring and dismissing employee and contractor staff and ensuring compensation and benefits are integrated into grant proposals and budgets.
  - Work to develop, recruit, maintain, and support a strong Board of Directors and seek and build board involvement.
  - Develop, support and implement the GVC's strategic plan in conjunction with the Board and staff. Identify new opportunities to enhance and grow the GVC and develop strategic solutions to challenges.
  - Foster a team approach to ensure GVC capitalizes on the strengths and creativeness of the board, staff, partners, volunteers and members.
  - Ensure adequate policies, procedures and controls are in place for operations. Work to continue updating policies under the [Standards of Excellence](#).

## QUALIFICATIONS, EXPERTISE AND SKILLS

The Executive Director will have at least a Bachelor's degree and a minimum of 10 years of experience in a related field, with a minimum of 5 years of experience in a leadership and management role in a non-profit organization. Related advanced degrees or certifications are also desirable. The Executive Director should also demonstrate the following characteristics:

- Thorough commitment to GVC's mission,
- Exceptional leadership and management skills, with a track record of effectively leading performance- and outcomes-based organizations and staff,

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- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth,
- Ability to serve as an articulate spokesperson for the Gunpowder Valley Conservancy, with strong written and verbal communication skills; persuasive and passionate,
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives,
- Understanding of financial and administrative management of organizations, including managing budgets,
- Knowledge of Chesapeake Bay, environmental, and land preservation policies, issues and strategies,
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships,
- Strong marketing, public relations, development and fundraising experience with the ability to engage a wide range of stakeholders including foundation and government grants as well as corporate and private donors,
- Capability to develop partnerships and identify creative solutions and work effectively in collaboration with diverse groups of people, and
- Approach business planning and operations with an ethical, action-oriented, entrepreneurial, adaptable, and positive attitude.
- Ability to work cooperatively with board, staff and volunteers including competence with collaborative decision-making methods and dynamic approaches to conflict resolution
- Demonstrated competence with issues of diversity, equity and inclusion

LOCATION:

The Executive Director will be based in the Gunpowder Watershed primarily in Baltimore County, MD and will be required to have their own workspace and travel for meetings with staff, donors and events.

TO APPLY:

This position is posted on [www.indeed.com](http://www.indeed.com). Please apply online and submit a cover letter, resume and salary requirements.

Here is the full link to the job posting on [www.indeed.com](http://www.indeed.com):

[https://www.indeed.com/viewjob?t=part+time+executive+director&jk=a4f02cbea7dca9d3&\\_ga=2.79609556.155610222.1547160708-2097296911.1547160708](https://www.indeed.com/viewjob?t=part+time+executive+director&jk=a4f02cbea7dca9d3&_ga=2.79609556.155610222.1547160708-2097296911.1547160708)