

**Hiring: Deputy Director  
Lower Shore Land Trust  
100 River Street  
Snow Hill, MD 21863  
443-234-5587**

The Lower Shore Land Trust (LSLT), a non-profit, charitable organization based on the Eastern Shore of Maryland, is dedicated to preserving rural lands, to promoting vibrant towns, and to building a healthier and more connected Eastern Shore. Based in Snow Hill, MD, LSLT works throughout Somerset, Wicomico, and Worcester counties and coordinates with partners on conservation throughout the Delmarva Peninsula.

LSLT seeks a Deputy Director to support the organization's growth and development in areas of public policy and land use, with a particular focus on rural and agricultural lands. The Deputy Director is a critical member of the leadership team, providing flexible managerial, administrative, and programmatic assistance to the Executive Director. The Deputy Director provides continuity of leadership, financial and budget support to the Executive Director and oversees the staff and programs. The Deputy Director represents the organization externally in the Executive Director's absence. Finally, he or she fields and may lead unique or emergent opportunities that fall outside existing defined program areas of other staff, yet which may be critical to the Trust's advancement and mission success.

The successful applicant will demonstrate strong communication skills, independence, initiative, systems-thinking, attention to detail, and a proven track record of management achievement. An ideal candidate is someone who has multiple years of experience in project or program management at a land trust or comparable nonprofit, yet who now seeks career advancement toward an executive-level position.

**Core Responsibilities**

**Executive and Finance**

- Assist ED with Board/Committee meetings, donor/foundation/client appointments, etc.
- Assist ED with financial reports, budget process, workplans, and maintaining accreditation.

**Programs**

- Coordinate Delmarva Restoration and Conservation Network
- Lead efforts to work with local and county jurisdictions on land use and planning
- Help build greater partnerships with regional conservation-minded NGOs
- Help ensure the success of large events like the Delmarva Pollinator Festival or other community outreach and/or fundraising events

**Management Duties**

- Assist with Board/Committee meetings, donor/foundation/client appointments, etc.
- Assist ED with coordination of staff hiring, new hire orientation, performance evaluations and terminations

**Other Duties as Assigned**

**Minimum Qualifications**

- 4+ years of project or program management experience with land trusts, other nonprofits, institutions, or businesses, including management of subordinate staff. Land trust/nonprofit experience is strongly preferred but not mandatory.
- Familiarity with standard financial reports, including budgets, profit & loss statements, and balance sheets.
- Excellent computer skills, including Windows and Microsoft Office. Familiarity with Donor Perfect, QuickBooks, broadcast email programs, IT systems and networks.
- Excellent oral and written communications skills, including confidence and skill in public speaking.
- Proven ability to work independently and with a passion for initiating new projects and systems.
- Ability to manage multiple complex projects and relationships at once.
- Personal passion for land conservation and its importance to human quality of life.
- Appreciation for the importance of diverse community engagement and broad public support to successful land conservation.
- Patience, positive attitude, and sense of humor.

### **Working Conditions**

Work will be based out of the Trust's office in Snow Hill, MD, though remote work may be possible or required in light of COVID-19. Dependability and regular attendance, whether in-office or remotely, are mandatory. Occasional attendance at evening and weekend events and meetings may be required (average 6 to 10 days per year). Periodic local travel and a personal vehicle are required.

### **Compensation**

This position is full-time and salaried, commensurate with experience. Benefits include paid medical and vacation leave, and group health insurance.

To Apply Please submit by e-mail a cover letter and CV or resume to [kpatton@lowershorelandtrust.org](mailto:kpatton@lowershorelandtrust.org). Interested candidates are asked to respond by January 11, 2021.

The search will remain open until the position is filled, Lower Shore Land Trust is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information, or any other basis that is protected by relevant state and federal law.

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