



## Full-Time Executive Director Job Description

### ANNOUNCEMENT:

The Gunpowder Valley Conservancy (GVC), a regional non-profit conservation organization and land trust based in central Maryland, seeks a dynamic, creative, and energetic leader to serve as Executive Director. GVC holds easements on 34 properties protecting over 1,800 acres of farms, forests, streams, and open spaces. It is a Maryland Rural Legacy Sponsor and works with landowners to determine the best option for the permanent preservation of their property. The mission of the Gunpowder Valley Conservancy (GVC) 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 headwaters in lower York County, Pennsylvania, through lands in Carroll, Baltimore and Harford counties in Maryland, before reaching the tidal waters of the Chesapeake Bay.



### POSITION SUMMARY:

Reporting to the GVC Board of Directors, the Executive Director (ED) will have strategic and operational oversight of the GVC's staff and programs and execution of its mission. This includes guiding 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; leading development and fundraising efforts; and serving as primary liaison to the Board of Directors through the President. The ED serves as principal spokesperson for GVC to the broader community, including local political and business leaders, other environmental organizations, scientists, schools, and federal, state, and local government staff and officials. This is a full-time position

## POSITION RESPONSIBILITIES/DUTIES

- Board Leadership and Operational Program Management
  - Develop and maintain a deep understanding of the GVC's education, restoration, and land preservation strategies, plans, and activities.
  - Foster a team approach to ensure that GVC capitalizes on the strengths and creativity of the board, staff, partners, volunteers, and members.
  - Oversee the work of GVC staff and contractors to ensure efficient and effective use of GVC resources within budget and in compliance with federal and Maryland laws and regulations.
  - Prepare an annual budget for adoption by the Board and manage budget adjustments as anticipated income changes or unanticipated fiscal needs arise.
  - Cultivate a positive, supportive relationship with program staff and contractors that builds trust and creates a safe space for problem solving and constructive feedback.
  - Manage personnel operations including, but not limited to hiring and managing employee and contractor staff; ensuring appropriate compensation and benefits are integrated into grant proposals and the budget; and managing staff performance,
  - Work with board leadership to recruit, develop, maintain, and support a strong Board of Directors, supporting board involvement with programs and operational functions of the organization.
  - In concert with the Board and staff, develop and support implementation of the GVC's strategic plan.
  - Identify new opportunities that enhance and expand GVC's capacity to carry out its mission.
  - Ensure adequate policies, procedures, and controls are in place for efficient, effective, and ethical operations by adopting the *Land Trust Standards and Practices* described by the Land Trust Alliance, of which GVC is a member organization.
  
- Fundraising
  - Lead GVC's efforts that provide the financial capacity to carry out its mission through varied funding sources to assure the long term achievement of the organization's mission.
  - Work with the Board to determine best strategies and methods for increasing operating and discretionary income and lead GVC's fundraising efforts.
  - Initiate and cultivate individual membership through Board contacts, current sponsors and individual donors, land trust contacts, and other initiatives.
  - Maintain and expand strong relationships with corporate members, including those that support GVC's annual fundraising activities.
  - Identify appropriate grant opportunities, oversee grant applications, and coordinate grant partnerships.
  - Maintain a productive relationship with funding agencies.
  
- Public Outreach
  - May act as the primary spokesperson for the GVC at public events and with partner organizations.
  - Explore and implement ways to improve public relations and communication of GVC initiatives and accomplishments.
  - Develop and maintain relationships with key environmental organizations, scientists, schools, and federal, state, and local government partners, officials, and staff.
  - Oversee GVC's communications with members and the public including publishing an annual report, monthly e-newsletters, social media outreach, and print materials.
  - Work with partner organizations in the Central Maryland region of the Chesapeake Bay watershed.

## QUALIFICATIONS, EXPERTISE AND SKILLS

The Executive Director will have at least a Bachelor's degree and a minimum of 10 years of training, education, or significant work experience in the natural sciences or 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 professional certifications are also desirable. The Executive Director should also demonstrate the following characteristics:

- Thorough commitment to achieving GVC's mission,
- Exceptional leadership and management skills, with a track record of effectively leading performance- and outcomes-based organizations and staff,
- Ability to provide specific examples of having developed and implemented 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, and set and achieve strategic objectives,
- Understanding of financial and administrative management of organizations, including creating and managing budgets,
- Knowledge of the issues and strategies that promote a cleaner, healthier Chesapeake Bay.
- Demonstrate understanding of environmental, and land preservation policies, issues, and strategies,
- Past success working with a Board of Directors of a not-for-profit organization with demonstrated ability to cultivate board member relationships,
- Strong marketing, public relations, program development, and fundraising experience with the ability to engage a wide range of stakeholders including foundations, government granting agencies as well as corporate and private donors,
- Proven capability to develop partnerships, identify creative solutions to complex problems, and work effectively in collaboration with diverse groups of people,
- Approach business planning and operations with an ethical, action-oriented, entrepreneurial, adaptable, and positive attitude.

## LOCATION:

The work of the Executive Director will be focused within the Gunpowder watershed primarily in Baltimore County, Maryland. The ED will be required to provide their own workspace and transportation to attend in-person meetings with staff, donors, and partners, and to attend other events. The ED will work to secure a site within the Gunpowder watershed where the business of the organization may be headquartered.

## TO APPLY:

Please submit a cover letter, resume and three references to: [Luke.Hancock@bge.com](mailto:Luke.Hancock@bge.com) with Executive Director in the subject line. **Deadline is Friday, March 25, 2022.**