EXECUTIVE DIRECTOR
Franconia, NH

REPORTS TO: Board of Trustees

SUPERVISES: Operations & Compliance Manager, Outreach & Member Services Director, Conservation Projects Manager (PT), Conservation Ecologist & Land Manager (PT), Trails Program Manager (PT), and consultants.

OUR HIRING PROCESS & TIMELINE:

- We will review applications on a rolling basis until the position is filled.
- We will begin scheduling phone interviews on April 18th.
- We will conduct short phone interviews in April and begin virtual interviews in late April or early May.
- If invited, next will be up to two rounds of approx. one-hour virtual interviews. At that point, you will be asked for two work samples relevant to this position, e.g., a process you created, a writing sample, or other relevant materials.
- Final candidates will be invited to participate in some in-person interactions with the ACT staff and Board. This final round will consist of an in-person presentation to the ACT staff and Board, some one-on-one more casual facetime opportunities, and a one one-hour in-person interview session with ACT’s staff. We will make an offer shortly thereafter.
- We would like to have the selected candidate start between June and September.

ACT is an equal opportunity employer. Indigenous people, people of color, and the LGBTQIA2S+ community, especially those from New England with a deep connection to and understanding of the communities in our region, are strongly encouraged to apply.
ESSENTIAL REQUIREMENTS:

- Commitment to ACT's mission of community-driven action to conserve land in the North Country. Demonstrated success in land conservation or a related field is preferred. A thorough understanding of the land conservation process is essential.

- A minimum of 5 years of experience in organizational leadership and management, ideally in the nonprofit sector. Experience in managing an organization that works remotely or in a hybrid setting is preferred.

- Ability to plan, manage, and oversee annual and project budgets, generate revenue, and resource allocation to sustain the growth and long-term viability of the organization.

- Experience in fundraising, donor cultivation, and grant-writing is necessary.

- Experience in collaborative internal leadership to inspire, motivate, respect, and support staff and volunteers and maintain a culture of shared leadership and teamwork.

- Strong, inspiring, and engaging external communication skills for various audiences, ready to be part of the organization's public face.

- Ability to cultivate and navigate relationships with landowners, external partners and alliances, and new project opportunities.

- Ability to think strategically and creatively about land conservation, the organization’s future, and community needs.

- Bachelor’s or graduate-level degree or commensurate experience, preferably in natural resources, environmental science, outdoor education, or related field.

COMPENSATION AND BENEFITS:

- Salary range of $65,000 to $75,000 based on skills and experience.

- Full-time salaried position with schedule flexibility and the ability to work remotely and within ACT’s service area. We believe in work-life balance and are committed to keeping the workload aligned with true hours worked.
• 10 days of PTO, 12 paid holidays, 1 wellness day, and a flexible, family-friendly schedule.

• We provide individual medical (low-deductible EPO options) insurance, with ACT covering up to 100% of the costs of the insurance package, and match IRA contributions up to 3%.

LOCATION: Franconia, NH, with some local and regional travel required.

TO APPLY: Send a cover letter and resume to jobs@act-nh.org. Please submit your application by May 20th. You can see the full job description posted on ACT’s website at http://act-nh.org/exec-dir.

The Ammonoosuc Conservation Trust is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, religion, national origin, sexual orientation, or disability.