



## **Executive Director, Stowe Trails Partnership Job Description**

### **SUMMARY OF POSITION**

The Executive Director (ED) works closely with the Stowe Trails Partnership (STP) Board, staff, and volunteers to build and maintain Stowe's network of multi-use public trails consistent with its purpose, mission, and vision. The ED shall report to the STP Board of Directors.

### **ESSENTIAL FUNCTIONS**

The ED manages the day-to-day operations of STP and oversees staff including the Trails Manager, and seasonal trail crew.

The ED is a full-time, year-round position reporting to the Board of Directors. The ED is responsible for STP's pursuit of its mission and objectives based on STP's strategic plan.

The ED has responsibility for:

- Implementing board-approved strategic, trail, and fundraising plans
- Cultivating relationships, and engaging with stakeholders, donors, sponsors, and other community partners
- Seeking new opportunities to support the organization and its mission (e.g. grants, other fundraising diversification opportunities)
- Supporting the board of directors and each committee, fostering board involvement with strategic direction
- The responsible fiscal management of STP's finances that operates within the board-approved budget and ensures maximum resource utilization that maintains STP in a positive financial position
- Utilizing board and staff to enhance all aspects of communications and public relations
- Executing and maintaining standards surrounding policies, programs, and strategic goals
- Promoting an inclusive and involved trail user community
- Partner and sustain relationships with the Vermont Mountain Bike Association (VMBA) and other like-minded clubs and organizations.

### **BASIC QUALIFICATIONS**

The ideal candidate will have the right mix of leadership abilities, passion, vision, and a strong aptitude for building and maintaining relationships that help STP fulfill its mission.

- Highly organized and self-directed with the ability to inspire
- Collaborative, transparent, and accountable leadership style
- Preferred minimum of five years of professional experience, including fundraising and advancing organizational goals, ideally working with nonprofits
- Experience in organizational administration and development
- Demonstrated success in fundraising, including implementing financial plans, working with private foundations and corporations, grant writing, and relationship building with funders from both public and private sectors

- Strong management skills displaying experience supervising and interacting with people with a variety of skills, personalities, and capabilities
- Building and maintaining long-term relationships with constituents
- Knowledge of Vermont's trail and recreation community, state and local legislation, and the legislative process
- Experience in using business productivity software like Google Suite and Microsoft Office. Proficiency in CRM, newsletter, and project management software is a plus

## **SPECIFIC DUTIES**

- Strategic planning and implementation
- Seeking funding sources and opportunities, including grants and building donor relationships
- Financial management
- Leading and facilitating monthly board meetings
- Developing and tracking initiatives, programs, and plans
- Coordinating, communicating, and managing responsibilities with board members, committees, staff, stakeholders, sponsors, and members
- Recruiting and managing volunteers
- Recommending and researching policy
- Collaborating with staff and board in managing all communications; creating, and disseminating reports; and event planning and coordination

## **COMPENSATION**

Stowe Trails Partnership offers a salary in the range of \$45,000 to \$70,000 commensurate with experience, plus a potential performance-based bonus. The benefits package includes a healthcare cost reimbursement and a competitive vacation policy.

## **HOW TO APPLY**

To apply please submit a resume and cover letter with the subject line "STP Executive Director application" to [lucy@stowetrails.org](mailto:lucy@stowetrails.org).

## **APPLICATION DEADLINE**

October 20, 2024

*Stowe Trails Partnership is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*