

# **Aspetuck Land Trust**

## **Executive Director**

### **Job Description**

The Aspetuck Land Trust was organized in 1966 to preserve open space and natural resources for the public, primarily in the Connecticut towns of Easton, Weston, Fairfield and Westport. ALT currently oversees 101 preserves totaling 1,705 acres, mostly donated by local residents interested in preserving our natural environment. The largest preserve is Trout Brook Valley, acquired in 1999 with support from ALT, the town of Weston, The Nature Conservancy, and the State of Connecticut. Our preserves see tens of thousands of visits each year.

The trust is governed by a 20-member Board of Directors, five Trustees from each of ALT's primary towns. The Executive Director, reporting to the Board, is the senior executive officer and is responsible for leading the trust to achieving its mission. Responsibilities of the Executive Director revolve primarily around four major areas: acquiring properties, managing properties, ensuring visibility and raising funds, and governance of the organization. The Board, Board Committees, employees, and outside contractors support the Executive Director in each area.

Property acquisition is at the heart of our mission. This requires a strong commitment to the importance of protecting our area's open spaces and natural resources, and the ability to identify candidate property donors and communicate effectively to them the value of their property to the community. Important skills include understanding conservation and environmental objectives, organizational and interpersonal skills in pursuing property acquisitions, and interacting with other organizations and towns that wish to work together with ALT to protect land.

Property management requires a strong organizational ability to develop a management plan to maintain the Trust's preserves in attractive and inviting condition – e.g., tree cutting, mowing, trail marking, signage, documenting property boundaries - and to identify and engage the appropriate resources to carry out that plan, primarily through hired land management contractors, organizations, and volunteers.

Developing and maintaining a high level of visibility for the Trust is critical to stimulating potential donors and volunteers to support our programs. We are especially interested in developing greater visibility among families and children, including youth programs. Outreach through the Trust's website, television, newspaper articles, mailings, and ALT-sponsored events is critical to sustaining visibility.

Our budget is primarily generated through fundraising of our 1,200 members. A critically important function for the Executive Director is to manage and supervise the Trust's fundraising efforts to broaden and deepen our donor base of annual giving and endowment contributors, plus pursuing efforts toward corporate or government grants.

The Executive Director, supported by appropriate outside contractors, is responsible for effective governance of the Trust. Governance functions include working with Board members and contractors on preparation of budgets, planning for Board meetings and follow-up, accounting and tax preparation for Trust income and expenditures, and similar corporate functions.

Candidates should have a passion for protecting nature for today and tomorrow, proven management and leadership ability, and demonstrated communications and interpersonal skills. Experience in conservation or other charitable organizations, program development and marketing are positives. Local resident preferred. Salary depends on experience.

Interested candidates should contact Prinnie Falkenhagen at [prinnie@snet.net](mailto:prinnie@snet.net) or by fax at 203-261-0796.