



Preservation

Stewardship

Education

EXECUTIVE DIRECTOR POSITION PROFILE 2023

The Cape Elizabeth Land Trust (CELT) seeks a passionate, effective, experienced and inspiring conservationist to lead our flourishing organization into the future. The Executive Director stands at the helm of CELT: leading and steering it, managing its operations, and carrying out its mission according to the strategic direction set by the Board of Directors.

ABOUT CELT

For 38 years, CELT's staff team and dedicated volunteers have worked collaboratively to achieve our mission: to permanently conserve and steward cherished lands – from shorelands to marshes, from farmlands to woodlands – for ecological benefit and for the enjoyment and education of all people.

To date, we have permanently conserved approximately 865 acres across 34 properties, both fee-owned and through easements, or roughly 9% of the town. These properties include some of the most beloved locations and trails in Cape Elizabeth, including our flagship property, the 200-acre Robinson Woods; public access to the ocean at Trundy Point; and the quiet beauty that is Turkey Hill Farm.

CELT takes its responsibility to care for its conserved lands “in perpetuity” very seriously. We monitor each property at least annually and follow up on encroachments and other issues as necessary. CELT has a very dedicated stewardship committee, as well as an enthusiastic group of additional stewardship volunteers, that work together to maintain and improve our properties.

The CELT education program guides students of all ages from a general awareness of their environment, through increasing levels of understanding, to eventually reach a place of ownership and stewardship. We view education as an integral part of building community consensus around the critical importance of land conservation. Our partnership with the Cape Elizabeth public schools has been in place for two decades and currently includes place-based experiential learning at our Turkey Hill Farm property that is part of the curriculum for 7th and 8th graders.

With an annual operating budget of approximately \$500,000 and several endowment and quasi-endowment funds, CELT is in a healthy financial position for the future. We are a 501(c)(3)-designated nonprofit and one of only a handful of single-town land trusts in Maine that are nationally accredited with the Land Trust Alliance, having recently achieved reaccreditation through 2025. In the fall of 2022, the Board of Directors adopted a new 5-year strategic plan that may be viewed on our website.

ABOUT THE POSITION

The incoming Executive Director will be only the third person to serve in the role since 2003. He or she will inherit a well-respected, high-performing organization, with four additional staff members, an engaged Board of Directors, and a dedicated and growing group of volunteers.

For this critical role, we seek an exceptional leader who is passionate about CELT's mission, committed to its standards of excellence, and visionary about its future potential. The Executive Director will provide strategic and operational oversight of CELT's land protection, stewardship, and educational programs to advance our mission. He or she will also lead CELT's fundraising efforts and have primary responsibility for financial management.

While no single candidate is likely to have all of the qualifications and characteristics listed below, the successful candidate will possess many of them:

- An understanding of, and commitment to, the environmental field, coupled with knowledge of and experience with best practices in conservation, stewardship of conserved lands and environmental education.
- A track record of outstanding nonprofit organizational and operational management, including: building, supporting and developing a staff team; developing and delivering on balanced annual budgets; and working successfully with a committed board of directors.
- Demonstrated success working with landowners and local government bodies to permanently conserve strategic lands.
- Demonstrated success leading a nonprofit's fundraising efforts (including soliciting new and existing donors, grant-writing, and event management) and meeting or exceeding its development goals.
- An understanding of the complexities of nonprofit finance and accounting.
- The vision to anticipate changing needs and develop programs and services to meet them.
- A gifted and effective communicator (both verbally and in writing) in diverse settings, ranging from large groups to one-on-one conversations, who can inspire, build strong relationships, and maintain open, accessible lines of communication with CELT's diverse stakeholders.
- A commitment to diversity, equity, and inclusion, demonstrated by real experience and engagement.

SALARY AND BENEFITS

This is a full time, exempt position with an annual salary range of \$75,000 to \$90,000, depending on experience. Some meetings and events take place in the evening and on weekends. Comprehensive benefits include employer-paid health insurance premiums, a generous vacation and holiday package, and retirement benefits.

TO APPLY

Please email your resume and a cover letter detailing how your qualifications, skills and experience align with this position profile to president@capelandtrust.org. The position will remain open until filled.

CELT is an equal opportunity employer and will not discriminate on the basis of race, color, sex, gender identity, sexual orientation, national origin, age, or any other characteristic protected by law. Disabilities will be considered only as they may relate to a candidate's ability to fulfill job requirements. CELT is committed to the premise that protecting and caring for lands requires intentional commitment to inclusive practices within the conservation movement.