



Position Description

Position Title: Executive Director

Reports to: Board of Directors

Immediate Supervisor: Board President

Status: 1 FTE, exempt

Updated: 11/19/2019

POSITION SUMMARY

The Executive Director (ED) is the organization's leader, doing so in a transparent, approachable, equitable, motivational and supportive manner. They are responsible for the success of all programs and activities of Greenbelt Land Trust (Greenbelt) and its staff. The ED leads, manages, motivates and delegates to a staff of full and part-time employees who are supported by an annual budget in excess of \$1 million.

Working with and reporting to a committed governing board of directors, the ED is responsible for helping develop the vision and mission of Greenbelt, and implementing its strategic initiatives. The ED serves as the public face of the organization and works with partners and communities to collaboratively advance the organization's mission. The ED actively leads and participates in the fundraising activities of Greenbelt's staff and board Development Teams, with a special emphasis on major and planned gifts and fund development from major donors, foundations and the business community. The ED also actively leads and participates in the Lands and Stewardship Programs concerning strategic decision-making regarding land and easement acquisitions, stewardship activities and restoration efforts. Land Trust accreditation standards are used by the ED as an additional guide in all Greenbelt leadership and management activities.

The ED is responsible for assuring that all Greenbelt staff members are active in the organization's commitment to equity, diversity, and inclusion (EDI). They will lead efforts to integrate the values of EDI into Greenbelt's policies, procedures, daily operations, program oversight, and community and partner outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

As the organization's leader, the Executive Director retains the authority, responsibility and accountability for the following:

A. LEADERSHIP, SUPERVISION AND ADMINISTRATION

- Retains overall accountability for the leadership of the staff, leading by example and providing inspiration, motivation, guidance, direction, and support
- Delegates responsibilities to, and supervises the work of, all Program Directors
- Develops and delivers annual written performance evaluations and periodic compensation reviews to all Greenbelt Program Directors
- Supervises and approves the development and delivery of all annual written staff performance and periodic compensation reviews delivered by Program Directors or others to whom this responsibility has been delegated
- Consults with HR and legal experts as needed, to ensure that the organization follows current HR and legal best practices, as appropriate

- Ensures that the Board is informed, in a timely manner, of all relevant Greenbelt activities necessary to ensure that each board member is able to exercise his/her Duty of Care to Greenbelt
- Participates with the Board in setting the vision, mission, strategies and policies of the organization
- Ensures that the strategic and business plans of Greenbelt are followed throughout the year and revised on a schedule developed with the Board
- Complies with all Greenbelt policies and ensures compliance by Greenbelt staff
- Fosters an inclusive workplace community

B. PROGRAM OVERSIGHT

- Retains overall accountability for the results of all Greenbelt programs and Program Directors
- Oversees performance of all Program Directors and the programs they have been delegated to run
- Works with the Board to address policy matters related to Greenbelt programs and program management
- Works with staff, funders and the Board to identify sources of funding to fill the needs and program initiatives required to accomplish Greenbelt's mission

C. FINANCE AND INVESTMENT OVERSIGHT

- Retains overall accountability for the long term financial health of Greenbelt, including accuracy of the organization's information, accounting and security systems
- Accountable for the development and maintenance of relevant accounting policies and procedures
- Accountable for the full cooperation of staff in the preparation of annual audits, federal and state tax returns and all associated reporting
- Accountable for the development of an annual budget to be approved by the Board of Directors
- Accountable for assuring that Greenbelt operates within its annual budget, throughout the year
- Accountable for maintaining a positive working relationship with independent CPA auditors and all other consultants and advisors engaged by the board in its governance and oversight role

D. MEMBER AND DONOR DEVELOPMENT; PARTNER RELATIONS

- Brings leadership and results to all fundraising activities and campaigns
- Demonstrates a strong commitment to member and donor stewardship
- Retains overall accountability for the research, organizing, planning and implementation of member and donor-related activities and services
- Personally cultivates relationships with existing and potential significant donors, funders and conservation partners

E. COMMUNITY RELATIONS

- Builds and promotes strong relations and close working relationships between Greenbelt and the organizations in the communities in which it operates
- Personally provides and delegates leadership and participation in community oriented activities and events
- Provides leadership in local, regional and national efforts to organize, innovate, strategize and advocate on a large scale

F. ADDITIONAL DUTIES AND RESPONSIBILITIES

- When policy(s) dictate, reports Greenbelt staff activities, concerns and performance information to the Board
- Demonstrates awareness of and adherence to federal and state laws as they relate to the Greenbelt's operations
- Takes initiative to involve Board or other advisors when outside expertise is needed in the operational activities of Greenbelt
- Acts with integrity and maintains behavior which promotes good relations with staff, board members, donors, funders, partners and the broader community

PERFORMANCE INDICATORS

This Job Description, which may be revised annually, will be used in the Executive Director's annual performance evaluations with other sources of data, such as work plans, staff and Board surveys, strategic and business plans, and specific requests from the Board. The Executive Committee of the Board (or a subset thereof) will prepare and deliver an annual written performance evaluation.