

Revised 7/11/08

POSITION DESCRIPTION AND SELECTION PROCESS

Part-time Executive Director

Organization Description

The Land Trust of Danbury is a non-profit conservation organization with the sole mission of protecting Danbury's natural areas and quality of life. The organization is led by a 10-person Board of Directors, including four officers and four chairs of standing committees (Acquisition, Education, Membership & Revenue Growth, Stewardship).

Position Purpose

The land trust seeks quotes from qualified individuals or firms to provide the services of a part-time Executive Director (10-15 hours per week) on a contractual basis. The services described below will be executed through an annual contract and will be performed for the most part on the individual's or firm's site. This document describes the position and the selection process.

The selected Executive Director will lead the land trust in accomplishing its strategic plan, including raising funds, initiating public outreach and managing programs.

Essential Functions

1. Prepare and execute a fundraising plan that identifies the sources of funds that can be achieved to sustain the activities of the land trust in program infrastructure, public outreach and acquisitions. As part of this fundraising program, identify foundations and funding agencies that may offer grants, and prepare proposals for these agencies. Also, identify a fundraising process that supports public outreach.
2. Attend all meetings of the Board of Directors (second Thursday of even-numbered months, 7:00-9:00 p.m.). Following the meetings, prepare an "action list" of tasks that will be completed prior to the next meeting. Follow up on this list to ensure achievement of all items prior to the subsequent board meeting.
3. Support the Acquisition Committee in preparing and executing a long-range conservation plan, including identifying properties and landowners as potential opportunities.
4. Support the Education Committee in creating a public outreach process, including community events (e.g., The Taste of Greater Danbury, the annual meeting, presentations to civic service organizations), web site and print publications and media relations.

5. Prepare a grant proposal to The PCLB Foundation for 2009 renewal of the seed funding awarded in 2008.

Approximate Time Allotment Priorities

The list below exhibits an approximation of time priorities expected from the Executive Director:

Fundraising:	50%
Public outreach:	25%
Program administration:	25%

Relationships

The Executive Director reports directly to the President. However, the Executive Director will support committee chairs and other members of the Board of Directors in achieving land trust goals.

Selection Process

1. The land trust is soliciting responses from qualified individuals or firms interested in contracting as a part-time Executive Director. A letter of intent and resume should be forwarded no later than **August 4, 2008** to: Bill Montgomery, President, The Land Trust of Danbury, PO Box 32, Danbury, CT 06813

The letter of intent should include a brief description of the individual or firm interested in applying for these services and a description of qualifications that will serve the land trust goals, including:

- Experience: Managing non-profit organizations; as an Executive Director; with land conservation and other environmental issues and education; in fundraising; in marketing
 - Demonstrated commitment to land conservation and other environmental initiatives
 - Proven grant writing ability
 - Proven ability to manage relationships
2. The land trust will promptly identify a list of finalist candidates, who will be asked to submit a proposal no later than September 1, 2008, including the following elements:
 - Name, U.S. mail address, e-mail address and telephone number of firm or sole proprietor offering to provide the services
 - Concise (one to two pages) proposal of services, describing a general plan of how the functions of the position will be achieved in the 2008-2009 year, and including a list of deliverables and a timeline

- Lump-sum fee and average hours per week proposed for an annual contract to accomplish the services identified in the proposal (payment intervals are negotiable)
 - Per diem costs for services that may be added to the contract
 - Comments on a sample contract between the selected individual or firm and the land trust
3. The Board of Directors will conduct selective interviews and approve the successful candidate by September 30, 2008.