

## **Scarborough Land Trust - Executive Director Job Description**

### Overview

Scarborough Land Trust (SLT) seeks an Executive Director to lead the Trust while managing daily details typical in a small organization. ED focus will be Development, Administration, and Communications, with support of various committees and other tasks as required.

### Development

Implement and oversee SLT fundraising efforts: annual appeal, strengthen relationship with major donors, local/state/federal grants, foundation grants, planned giving  
Maintain donor database, process donations, make deposits, generate and mail thank you letters  
Coordinate fundraising events  
Serve on Communication & Development Committee

### Administration

Perform day-to-day administration of SLT and manage office  
Respond to phone, letter, email, and website inquiries and/or direct them to Directors as needed  
Support Treasurer and Finance Committee on budgeting and accounting  
Process invoices and co-ordinate payments with Treasurer  
Complete required easement monitoring and reporting forms, other local/state/federal filings  
Keep SLT records and computer backup  
Maintain liaison with Town of Scarborough  
Attend Board meetings and record and distribute meeting minutes  
Maintain Board contact and other info and committee rosters

### Communications

Oversee communications (newsletter, e-newsletter, website, e-blasts, etc.)  
Coordinate public relations efforts  
Submit reports needed by Scarborough for Town Annual Report and other town requests  
Serve on Communications & Development Committee

### Acquisitions

Attend Acquisition Committee meetings and support committee efforts as required

### Stewardship

Attend Stewardship Committee meetings and support committee efforts as required  
Prepare required property plans and reports

### Broadturn Farm

Attend BTF Committee meetings and support committee efforts as required  
Maintain liaison with farm tenants

### Other

Manage other staff, coordinate volunteers, and deal with vendors/contractors  
Reports to SLT President  
Annual job performance review by President and Vice-President

## **Scarborough Land Trust - Executive Director Personnel Details**

Hours - Flexible, 30 hours per week

Insurance - None

Office location - 7 Oak Hill Terrace, Scarborough, ME

Salary - \$30,000 - \$35,000, based on experience and performance

Performance review - after 3 months, annually thereafter

Application process Applicant should document experience and ability in the focus areas and responsibilities stated in the Job Description. Mail resume and cover letter to SLT, attn. Search Committee, P.O. Box 1237, Scarborough, ME 04070-1237. Deadline for applications is Dec. 30, 2011

Note: Please include email address on resume, follow-up communication will be by email, no phone calls will be accepted

**Advertisement, Scarborough Land Trust Executive Director**

Scarborough Land Trust seeks an Executive Director. Founded in 1977, SLT has protected over 1000 acres to date. Primary responsibilities include Development, Administration, and Communications with support of Stewardship and Acquisition activities as needed. Demonstrated experience in focus areas strongly preferred. See [www.scarboroughlandtrust.org](http://www.scarboroughlandtrust.org) for details.