



## POSITION ANNOUNCEMENT

# Executive Director

## *NH Project Learning Tree*

New Hampshire Project Learning Tree (NHPLT) envisions a future where every young person understands, appreciates, and loves the natural world and enjoys time spent outdoors. We strive toward this vision by training educators in Project Learning Tree, one of the country's most time-honored environmental education curricula. We seek to hire an Executive Director who will work effectively and collaboratively with the Board of Directors, Education Director, and partners to raise awareness of and participation in our innovative educational programs. The Executive Director is the Chief Executive Officer of New Hampshire Project Learning Tree and reports to the Board of Directors. This position presents an opportunity to lead this well-respected organization into a new phase of leadership and advancement in the state's environmental education community.

### **Key Responsibilities**

- Provide strategic vision and leadership to strengthen and grow organizational capacity to meet our mission. This includes developing and implementing organizational, development, programmatic, communications, and financial plans with the Board of Directors and staff.
- Advise and implement NHPLT's annual fundraising efforts, including the annual fund, special events, grant writing, and a foundation strategy.
- Work with the Development Committee to retain current donors, expand and diversify the annual fund, create and grow an endowment, and develop and expand a sponsorship program.
- Oversee the design, delivery, and evaluation of all PLT programs.
- Oversee the development and implementation of the communications plan.
- Establish and maintain effective working relationships and collaboration with community groups, agencies, and organizations throughout the State, as well as National Project Learning Tree.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- In cooperation with the Board, prepare an annual budget and ensure that NHPLT operates within budget guidelines.
- Perform financial accounting and implement sound financial practices.
- Manage the day-to-day operations of a small nonprofit organization. (There is no administrative support for this position.)

### **Qualifications**

- Education: BA or BS in related field (e.g. education, environmental education, environmental conservation, natural resources, business management, nonprofit management).
- Minimum of 5 years of nonprofit management or related experience.
- Demonstrated success in working collaboratively with other organizations and individuals.
- Demonstrated leadership in fundraising, grant writing, and diversifying revenue streams.
- Demonstrated success in strategic planning, program development, and evaluation.

### **Skills and Attributes**

- Strong desire for accountability in achieving results.
- Advanced computer skills, including word processing, spreadsheets, financial management, and database activity – preferably in Microsoft Office.
- Ability to organize and prioritize multiple tasks and projects in a small organizational work environment. Ability to manage own administrative needs.
- Ability to succeed and thrive in a collaborative team environment.
- Effective communication skills, including writing, speaking and listening. Ability to write clearly, concisely, and persuasively. Ability to design and deliver high quality presentations before audiences of all sizes.
- Working knowledge of significant developments and trends in the fields of environmental education and general education.
- Ability to maintain a positive work environment that attracts, retains, and motivates staff and volunteers.

### **Travel**

This position requires regular travel throughout the State and to national conferences with overnight travel.

### **Salary and Benefits**

Because NHPLT is keenly interested in finding the best candidate for this new position, there is some flexibility in the hours and salary range. In general, it is expected the position will be 80-100% FTE and the salary range is \$40,000-\$45,000 (based on FTE). Health insurance and a 403(b) plan are offered.

NHPLT maintains offices at the Conservation Center in East Concord. The center is a model for sustainable design and our offices are housed in a LEED Gold certified building. While NHPLT employs a small staff, the center offers a dynamic and collaborative work environment of conservation-minded nonprofit organizations employing over 50 professionals.

### **Application Information**

Visit [www.nhplt.org](http://www.nhplt.org) for more information about this position and NHPLT. Under News, you will find links to the complete job description, strategic plan, and vision, mission and guiding principles.

For consideration, email your cover letter and resume as a single file (PDF or Word attachments only) to [nhpltexcdirsearch@gmail.com](mailto:nhpltexcdirsearch@gmail.com). Please format the subject line as "ED Search, first and last name" (e.g. ED Search, Jane Doe). Hard copy application materials will not be accepted. Please do not call.

Review of resumes will begin February 16, 2011. We anticipate the successful candidate will begin in April.

**New Hampshire Project Learning Tree is an equal opportunity employer.**