



**Executive Director
Harpowell Heritage Land Trust**

The board of trustees of Harpswell Heritage Land Trust (HHLT) has launched the search for a new executive director to lead this esteemed conservation organization. The trust's mission is to preserve and protect Harpswell's natural resources, cultural heritage and access to the outdoors now and forever through conservation, stewardship and education.

Organization Overview

Harpowell Heritage Land Trust was incorporated as a nonprofit organization in 1983 to help preserve the natural features of one of the top ten fishing ports in Maine, currently home to 4,500 year-round residents and countless migratory birds, shellfish, and other animals. Located about 40 miles northeast of Portland, Harpswell occupies 25 square miles of land, including 200 islands, and boasts 216 miles of coastline. Its rocky shores and deep bays, timeless spruce forests and bogs, wondrous coves and saltwater farms are its heritage; and its rugged beauty has drawn a socioeconomically diverse population with widely shared appreciation for the outdoors.

Over the past four decades, HHLT has earned community trust and made a significant impact. Its membership roll is nearing 1,000 and its healthy endowment speaks to the resonance of its mission. With more than 1,850 acres conserved, the trust ensures public access to 21 preserves and trails and provides engaging public programming for all ages. Governed by a dedicated 16-member board of trustees, HHLT now employs four talented professionals in addition to the executive director. Annual revenue is approximately \$750,000.

In all its work, Harpswell Heritage Land Trust pledges to:

- Be honest, transparent, trustworthy and dependable
- Actively seek community feedback
- Be flexible and respond to emerging concerns
- Collaborate with other organizations to meet common goals
- Emphasize inclusion and equity
- Respect differing opinions
- Maintain a long-term perspective
- Be prudent stewards of the organization's resources
- Have high standards for the quality of our work
- Work together and value all contributions of time and money
- Trust science

The new executive director will continue to advance HHLT's leadership in conservation, stewardship, community outreach, education and advocacy in the context of an increasingly complicated world, where the sea level is rising along with tensions between real estate development and conservation interests. Climate change and migration fueled by the pandemic have intensified the pressure to secure natural places for wildlife and people alike. Faced with such significant challenges, HHLT will take a forward-thinking, research-based approach to preserve and protect that which cannot be replaced.

More information about Harpswell Heritage Land Trust can be found at <https://hhlmaine.org/>.

Role and Responsibilities

The executive director is the chief executive and lead spokesperson of HHLT, reporting to the board of trustees and overseeing all aspects of the nonprofit's operations including:

- *Planning* – Engaging the board, staff, and other stakeholders in a rigorous process of long-term strategic planning every five years, developing annual operational plans with measurable objectives linked to identified strategic priorities, and ensuring faithful implementation or appropriate adaptation of those plans
- *Financial Management* – Preparing annual operating and capital budgets, maintaining accurate financial records, ensuring timely filings, monitoring performance of HHLT's investment accounts, and providing regular financial reports to the board with explanations of any variances and recommendations as needed
- *Acquisition and Stewardship* – Overseeing the evaluation, selection and implementation of land conservation projects and the stewardship of easements and fee land, and ensuring adherence to the standards and practices of the Land Trust Alliance (LTA)
- *Education and Community Outreach* – Supporting the design and implementation of robust programming, accessible to people of all ages and circumstances, that engages, informs, and excites individuals and enriches the community at large
- *Development* – Overseeing the development and execution of a comprehensive fundraising strategy to ensure sustainability, playing a lead role in donor cultivation, and maintaining strong relationships with civic leaders and community partners
- *Communications* – Ensuring effective and consistent external communications including print and electronic messaging, crisis response, and media relations
- *Human Resources Management* – Hiring, developing, and managing HHLT employees in a productive and professional manner, supporting the development and mobilization of the volunteer corps, modeling the organization's values, and promoting healthy work-life balance
- *General Management* – Directing the general operations and administration of HHLT to optimize efficiency and ensure safety and legal and regulatory compliance
- *Board Relations* – Serving as the staff liaison to the board of trustees, participating in board committees as needed, and supporting board recruitment and development efforts

Qualifications

A comprehensive set of skills and abilities is required to lead Harpswell Heritage Land Trust. The board expects that the successful candidate will demonstrate HHLT's values and bring to the role:

- Passion for HHLT's mission, love for the outdoors, and respect for the unique character of the community
- A strong track record of organizational leadership, preferably in the nonprofit sector, including financial management
- Keen interest and fluency in prominent conservation and land management issues, with specific knowledge of coastal regions a plus
- Demonstrated ability in creative problem-solving, strategic planning, and efficient execution
- A collaborative management style that leverages individual and team strengths
- Experience in successfully attracting, developing, rewarding and retaining strong talent, including volunteers

- Demonstrated strength in developing and executing a multifaceted fundraising strategy, cultivating enduring relationships with major donors, and building effective partnerships
- Exceptional verbal and written communication skills, the ability to synthesize complex concepts and tailor messages to various constituencies, and facility in working through conflict toward productive ends
- Deep curiosity and openness to different ideas and perspectives
- Integrity, humility, and good humor

An authentic connection to Maine would be advantageous.

Compensation

The compensation package includes a salary of \$75,000-85,000 commensurate with experience, a monthly stipend for health insurance, a generous paid time off policy, and a retirement plan with employer matching. The successful candidate can expect a formal review after six months as well as an annual review.

Nondiscrimination

Harpswell Heritage Land Trust does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. The organization complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: search2@starboardleadership.com. Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please.

The application deadline is August 21, 2024, and review of all submissions will begin immediately thereafter.