

**CATAMOUNT TRAIL ASSOCIATION
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

Position Description

The Executive Director is the chief administrator of the Catamount Trail Association, a 2000-member non-profit organization based in Burlington, Vermont. The CTA is dedicated to connecting people with the Catamount Trail and Vermont's backcountry by promoting, protecting, and expanding winter trails and terrain.

The Executive Director oversees the work of the CTA including business operations, fundraising and development, easement acquisition, field operations, public relations, and other programming and events. The Executive Director is responsible for the effective management of financial resources, staff, and volunteers to ensure the successful implementation of policies and programs that support the CTA's mission. Given the size of the organization and diverse nature of the E.D.'s responsibilities, the optimal candidate will bring a strategic and creative mindset, superb communication & organizational skills, a collaborative leadership style, and the ability to directly manage and contribute to a number of operational areas. The position reports to the Board of Directors.

Position Qualifications

- Skills to engage, collaborate with and motivate staff, board members and diverse donor and volunteer groups.
- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Experience with fundraising strategies and donor relations unique to nonprofit sector.
- Ability to identify, nurture and execute beneficial innovation.
- Exemplary written and oral communication skills to communicate with diverse stakeholders.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Three or more years of relevant management experience, preferably in a mission-driven organization.
- Ability to directly manage and contribute to a number of operational areas.
- A love for sliding on snow.

Position Responsibilities

Administration

- Provide personal direction and leadership to ensure successful implementation of policies and achievement of goals.
- Supervise and collaborate with organization staff and volunteer resources to ensure efficient and effective CTA operations while maintaining a high level of synergy and morale.
- Oversee employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Manage expansion and evolution of CTA's chapter program.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions and fundraising, and to increase the overall visibility of the CTA throughout the State New England, and Quebec.

- Provide support to Trail Adopters, chapter leaders, and other volunteers in their efforts to enhance and maintain individual sections of the Catamount Trail and backcountry zones.
- Oversee CTA's Vermont Housing & Conservation Board AmeriCorps and Federal Work Study programs, as well as other interns and service-learning partnerships.
- Oversee all projects, programs and services of the CTA.
- Review and approve contracts for services.
- Serve as an ex officio member of all CTA committees.
- Other duties as assigned by the Board of Directors.

Finance and Development

- Secure financial support from individuals, foundations and corporations.
- Develop and execute CTA's annual fundraising plan.
- Develop and maintain ongoing relationships with major donors.
- Prepare and administer the annual budget and institute appropriate financial controls.
- Create and execute strategy to maintain and grow CTA's member and donor bases.
- Monitor grant rollover balance and use of restricted funds.
- Oversee organization of special events.
- Develop and track proposals and reports for foundation and corporate fundraising.
- Manage the implementation of CTA's Constituent Relationship Management database and oversee staff responsible for bookkeeping, data entry and gift processing.
- Oversee and assist with the annual audit.

Public Relations

- Act as principal staff spokesperson regarding CTA objectives, policies and programs.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance CTA's Mission.
- Participate on committees, commissions, boards, working groups and other bodies that deal with issues that are of interest to the CTA.
- Set the tone of and oversee marketing and communications efforts in collaboration with relevant staff.

Planning

- Assist in the development and implementation of strategic plans.
- Anticipate the need to modify programs and policies to meet changing needs and objectives of the organization.
- Work with staff to develop individual plans to accomplish appropriate areas of the strategic plan.

Trails and Backcountry Zones

- Oversee Trail Management and Trail Protection Programs (and relevant staff) to achieve CTA's goals of promoting, protecting, and expanding winter trails and terrain.