



Barrington Area Conservation Trust (BACT) Executive Director

BACT preserves our community's rare and exceptional open spaces for current and future generations.

BACT is a financially stable non-profit organization entering its 20th year. It is funded through the generous support of individuals, family foundations, business organizations, and grants. BACT stewards approximately 38 acres of Barrington-area nature preserves, and over 480 acres protected by conservation easements. BACT also strives to better connect individuals with nature through community programming and youth education opportunities and internships.

Position Description:

The Executive Director is the Senior Officer of the BACT and reports to the Board of Directors.

Purpose of Position:

The Executive Director serves as the public face of BACT to the community, key contributors, foundations, and other partners. The Executive Director guides staff members to advance BACT's mission, goals, and objectives.

Essential Responsibilities:

- Overall responsibility for implementing and executing all policies and directives from the Board of Directors
- Create focused personal relationships with donors, develop strategic relationships with potential partners, and
 - Lead and support efforts to secure gifts and revenue to support the strategic plan and mission of BACT, its current obligations, and future conservation efforts.
 - Apply for, monitor, and renew grant requests with support from staff members
- Manage all aspects of BACT's finances in accordance with the by-laws ensuring strong financial management and accountability for BACT assets
- Create and manage an annual budget

- Responsible for all business-related aspects of BACT, with help from staff
- Responsible for hiring and managing staff
- Work with Board of Directors and staff to execute BACT's plans and goals and help update the aforementioned on a yearly basis.
- Understand, communicate, and promote the features, benefits, and requirements of conservation easements to potential donors,
- Responsible for signing certificates and documents per BACT by-laws and procedures
- Attend all BACT board meetings and committee meetings
- Coordinate with Land Director on monitoring, assessing and conservation of all easements, preserves, and programs
- Be the primary liaison on all legal matters
- Negotiate contracts on behalf of BACT with help from BACT attorneys
- Engage with the community and partners on land conservation-related matters

Qualifications and Experience:

- Passion for the natural environment and preservation of open space
- Prior experience with non-profit organizations preferred
- Experience and aptitude for leading a small staff to achieve high-priority goals.
- Demonstrated ability to develop strong donor relationships
- Highest level of personal and professional integrity
- Exceptional verbal & written communication skills
- Demonstrated creativity and problem-solving skills

Job Setting and Structure:

Flexible work hours will vary to meet demands of ED responsibilities including participation in evening and weekend activities and events. On weekdays ED interacts regularly with staff, however some remote working and light travel is expected given the duties of the ED. ED must be able to work in an office environment, the ability to work on the land which may include some physical labor/exertion, coordinate and run events, and develop deep professional relationships within the community.

Salary and Benefits:

This position is full time. Salary is based on demonstrated ability, experience, and ability to advance the goals and objectives of BACT's mission. Salary commensurate with experience. Benefits include medical insurance, reimbursement for mileage on work-related use of personal vehicle, reimbursement for organizational-related expenses, 15 paid time-off days and 8 Holidays.

Send résumé and cover letter to bactrust1@gmail.com