Executive Director
Job Description

About Freeport Conservation Trust

Freeport Conservation Trust (FCT) is a land trust dedicated to preserving Freeport’s special natural places for recreation, wildlife habitat, clean water, farming, forestry, and scenic beauty. Since 1977, volunteers and staff have partnered with landowners, neighbors, local businesses, the Town of Freeport, and other groups to conserve and connect more than 1,600 acres of open space and 20 miles of public trails.

This is an exciting and critical time for FCT. Increased development pressure in the greater Portland area highlights our need to be proactive and build partnerships to protect the special places and natural resources in our community. The Freeport community is actively engaged in visioning and planning which creates an opportunity for FCT to increase its public leadership role. FCT also sees opportunities to meet its vision of creating equitable access to the outdoors for all. FCT could play a critical role in addressing the impacts of climate change on our community, economy, and our natural resources.

Key Responsibilities

Working alongside a committed Board of Trustees and small support staff, the Executive Director will oversee all aspects of the land trust’s work. They will be responsible for the daily administration of the organization – including financial management, staff supervision, and communications – but will also join the Board in shaping a dynamic vision for FCT’s future conservation efforts. Jointly with the Board, the Executive Director will be responsible for fundraising, working closely with donors, businesses, and volunteers to ensure the land trust has the resources needed to sustain its work. They will build trusting relationships with landowners who share our goals of permanently protecting open space and providing recreational opportunities for all. The Executive Director will lead the land trust in upholding the public trust and ensuring the permanency of its conservation work through an ongoing commitment to Land Trust Alliance Standards & Practices. This includes applying the highest standards to our operations and land protection efforts and the oversight and management of our conservation easements and preserves. The Executive Director will be an ambassador to the community and will explore ways to ensure that the land trust’s work is contributing in the most meaningful ways to a healthy and vibrant community. They will promote our mission via our newsletter, website and social media and will actively engage the public through outings and public events. They will join colleagues throughout the state and nationwide in staying apprised of trends in conservation issues including climate change, racial equity, conservation tax incentives, and state and federal policies related to nonprofits and land trusts.

Required Qualifications

● 3-5 yrs. experience leading teams and executing projects
● Action oriented, enthusiastic, team builder, and creative problem solver
● Fundraising experience and a commitment to cultivating relationships with foundations, major donors, members, and volunteers
● Knowledge of land conservation practices/tools and a passion for FCT’s mission
● Strong interpersonal and communications skills, computer competency, and attention to detail
● Budgeting and financial tracking
Preferred Qualifications

- Experience managing staff and working with a Board of Directors and committees.
- Knowledge of Land Trust Alliance Standards & Practices and accreditation (or accreditation processes in general)
- Familiarity with the natural environment and people of the Casco Bay region.

This is a full-time position. The FCT Board is open to discussing a part time arrangement, possibly with additional staff or contract support to complement the prospective candidate’s skills.

Compensation and Benefits

- Salary range: $55,000 - $65,000 (contingent on experience)
- Paid time off: flexible vacation, holiday, and sick leave
- Retirement – SEP IRA
- Health insurance stipend

Please submit your resume with three references and a cover letter to the FCT Search Committee expressing your specific interests via email to search@freeportconservationtrust.org. Priority will be given to applications submitted by Sunday, March 21, 2021 although review of applications will begin immediately, and the position will remain open until filled. If the position is posted on our website, we are still accepting applications. You will receive an acknowledgment of receipt of your application once you submit your materials.

Freeport Conservation Trust is an Equal Opportunity Employer and actively seeks a pool of diverse candidates. People from historically and currently under-represented communities are strongly encouraged to apply.