



CLEARWATER

conservancy

Title:	Executive Director
Supervisor:	Board President and Executive Committee
Employment Type:	Full-time, exempt with a six-month probationary period
Compensation:	\$110,000, plus depending on experience

ClearWater Conservancy is a nationally accredited land trust and locally formed conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to improve and protect the natural resources of central Pennsylvania for all, through land conservation, water resource protection, and environmental outreach to the community. As an accredited land trust we have protected over 11,000 acres of land and water, restored more than 200 acres of streamside forests along more than 25 miles of stream, and we help engage thousands of people in the outdoors each year. Learn more about our work at www.clearwaterconservancy.org.

ClearWater is committed to supporting a diverse, equitable, and inclusive workplace in which everyone is welcomed, valued, and supported. We recognize that diverse teams create the strongest organizations and welcome and encourage people from all backgrounds to apply.

Job Summary:

Located in Central Pennsylvania, ClearWater Conservancy is seeking a mission-focused, engaging, and visionary leader to build on momentum within the organization and the greater community, taking ClearWater to the next level of programmatic, organizational and financial success. ClearWater's Executive Director (ED) will possess the right mix of experience in organizational and nonprofit management; fundraising; community outreach and engagement; project coordination with government, private and nonprofit funders and partners; and setting land and water conservation strategy.

The Executive Director is responsible for implementing ClearWater's strategic direction, as outlined in the ClearWater Compass. Additionally, the ED will lead the organization through the construction and relocation of a new home in the Spring Creek Watershed. The Executive Director will manage and lead a growing staff of 13 employees and 2 contractors, oversee an annual operating budget of \$1.5M, and work closely with the organization's Board of Directors and Executive Committee.

Job Responsibilities:

- Interact and work alongside the Board of Directors, Executive Committee and Board committees, including executing the decisions of these groups.
- Lead the strategic direction for the organization as outlined in the ClearWater Compass. Work with staff to develop annual work plans based on this long-range vision.
- Implement ClearWater's major donor campaign, corporate sponsorship effort, and planned giving programs, strengthening and deepening donor relationships in the community.



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- Raise funds for operations, special projects and programs, including grant-writing and corporate sponsor relationship building.
- Oversee the development of the annual budget.
- Set high-level strategy and ensure coordination of ClearWater's programs and funding sources.
- Provide day-to-day direction and focus for ClearWater's working environment, setting up systems that are efficient and effective.
- Managing a growing staff of 13 while continuing the positive organizational culture with staff and volunteers.
- Represent ClearWater to the public through public speaking, media engagement, newsletters, websites, social media, networking events, and other appropriate means.

Professional Qualifications

The successful candidate will have a strong background in organizational management, conservation, and fundraising, in a not-for-profit setting. Candidate will also have experience developing and implementing workplans, leading teams, and managing a budget. Familiarity and good rapport with agencies, municipalities, and conservation partners serving central Pennsylvania and the Commonwealth is also required. Working knowledge of the principals of conservation biology, land conservation, and project management experience with landscape-level conservation planning and initiatives is a plus. Must be focused and possess superior attention to detail and the desire to build consensus with board and staff.

The candidate must have demonstrated success leading a team, understanding project management, and multi-task effectively. A commitment to serving the greater public interest through conservation is a must. Excellent organizational and professional communication skills as well as friendly, outgoing, and respectful customer-service skills are required. The ability to work in a small office setting with good humor and grace is also important. Must be willing to work flexible hours, including some evenings and weekends. Candidate must have a valid PA driver's license, clean driving record, and a reliable personal vehicle for transportation to and from work, meetings, and events.

Lastly, the candidate must be well organized, self-directed, maintain high levels of initiative and personal accountability, have integrity, be passionate about natural resource conservation, and carry a personal vision that complements and enhances ClearWater's vision and mission within the community.

Application Instructions: Email cover letter, resume, and salary requirements in one PDF document with your full name in the file name to Sandy Cramer at scramer@thehrofficeinc.com.

Equal Employment Opportunity

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired. ClearWater Conservancy celebrates diversity and is proud to be an equal opportunity employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.