

**Vinalhaven Land Trust**  
**Executive Director**  
**Job Description**

**Overview of Vinalhaven, Maine**

Vinalhaven, Maine is a town situated 12 miles offshore in Penobscot Bay and accessible by a 1.5-hour ferry ride from Rockland, Maine. Settled in 1766, descendants of many of the first families still reside on the island. In the 1800's, Vinalhaven was the hub of a booming granite industry. Today, it is the unofficial capital of Maine's lobster industry, and most of Vinalhaven's 1,260 residents are connected to the fisheries in some way. The island has a beautiful, new K-8 school, which is a focal point for this close knit community.

**General Description of Position**

Vinalhaven Land Trust "promotes the conservation of our island's significant plant and wildlife habitat, our water resources, and scenic or historic spaces in order to preserve the traditional character of the community for generations to come". Incorporated as a non-profit in 1986, VLT holds 35 easements on 1176 acres, and has 24 fee properties covering 750 acres, with trails throughout.

The successful candidate will fit in with the island community, understand conservation transactions, have a natural resource background or avocation and management and development experience. Information technology skills are expected, and GIS mapping, would be a desirable asset.

Primary responsibilities, whether personally implemented or managed by staff and contractors, include management of land transactions, stewardship of properties owned in fee, or for which conservation easements are held, fundraising and development, partnering with the school in developing environmental programs, and overall administration.

The position is three quarter to full time, depending on the candidate and the needs and resources of the organization.

**Duties and Responsibilities**

Land Transactions

Responsible for initiating, evaluating and managing land transactions, including coordination with the Board and Board committees, and relationships with landowners, the town and partner organizations

### Stewardship

Responsible for ensuring the monitoring and management of easement and fee properties, development of natural resource assessments and ensuring legally and environmentally sustainable practices

### Development

Serve as the primary spokesperson for communicating the vision and mission of the land trust, assist the Development Committee in identifying and securing gifts, and identify grant opportunities

### Education

Work with the school to develop environmental education programs and oversee staff and volunteers in the development of after school projects

### Administration

Assist in the preparation of and conformance to an annual budget, oversee part-time staff of three, work closely with the President, Executive Committee and committee chairs, ensure compliance with laws and regulations including Standards and Practices/Accreditation and generally represent the organization

### Other points of interest:

- The Executive Director works under the direction of the President and Executive Committee, in consultation with the Board of Directors and the board committees.
- Vinalhaven Land Trust is filing an application for accreditation with the Land Trust Alliance for the spring of 2011. The work involved in preparation will be complete before the current Executive Director leaves.
- Current staff includes a stewardship coordinator, bookkeeper-administrative assistant, and office assistant. A temporary accreditation coordinator also works for the Director.

Approved by VLT Board of Directors on 6/11/2010.  
Effective 1/1/2011