

North Branch Land Trust Executive Director

Position Summary:

The Executive Director is the senior officer of the North Branch Land Trust and reports to the Board of Directors. The Executive Director is responsible for leading overall operations and implementing land trust programs as outlined in the strategic plan. The Executive Director is the public face of the organization to the community, landowners, and key contributors, and is responsible for building financial and public support for our mission. The Executive Director works with the staff to ensure continued stewardship of existing protected properties and the identification of new conservation opportunities. The Executive Director will bring vision, energy and creativity to the Organization and work with the Board to shape the future evolution of the North Branch Land Trust including its strategic direction, programmatic scope and conservation priorities.

North Brand Land Trust:

The North Branch Land Trust (NBLT) is a 501(c)(3) accredited land trust organization that works with individual landowners and the community to permanently protect the natural environments that enhance the quality of life in Northeastern Pennsylvania. Since its founding in 1994, NBLT has permanently protected over 22,500 acres throughout the eight counties of Northeastern Pennsylvania. NBLT is a non-profit organization funded through private donations, Grants and endowment funds, and enjoys a loyal membership base. The land trust maintains a current staff of six individuals (including the Executive Director), three of whom are part-time. The land trust stewards approximately 800 acres of NBLT-owned nature preserves and over 11,500 acres protected by conversation easements. NBLT also produces innovative and engaging community programming that strives to connect individuals with nature and educate communities about the importance of land conservation.

As the North Branch Land Trust's leader, the Executive Director retains the authority, responsibility and accountability for the following:

Core Responsibilities:

Leadership & Management

- Work with the Board of Directors and NBLT staff to set the Organization's strategic direction through the development and implementation of a strategic plan, development plan, and land conservation plan.
- Continuously monitor operational performance and organizational capabilities, as well as general conservation trends, to ensure the strategic plan is current, appropriate and efficiently implemented. Establish appropriate benchmarks to evaluate performance of work plans.
- Manage all day-to-day operations and administrative operations of the NBLT office in accordance with board-adopted plans, policies, budgets and standards. Generally, create a positive, respectful work environment to ensure an efficient, cohesive and collaborative team
- Ensure the integrity of all NBLT processes and work products in accordance with Land

Trust Alliance Accreditation standards and best practices. Lead the process to maintain accreditation with the Land Trust Alliance.

- Recruit, train, supervise, motivate and evaluate all NBLT staff. Foster and communicate a clear vision for the organization which is shared by all staff. Set realistic short and long term goals for each position. Ensure professional development opportunities for staff to increase their effectiveness and keep them informed of developments in their respective fields.
- Actively manage, inspire and recognize NBLT volunteers and partners to build strong working relationships with outside contributors
- Attend all meetings of the Board of Directors as a non-voting member and report on performance of the organization. Actively make recommendations to the Board
- Negotiate contracts on behalf of the Organization and sign agreements as needed.
- Work in partnership with the Board of Directors to recruit new directors who bring a variety of perspectives and experiences to strengthen board committees and promote board effectiveness and diversity

Financial & Investment Management

- Provide overall management of financial operations, systems and processes in collaboration with the Board and Finance Committee and in accordance with NBLT bylaws and Land Trust Alliance standards
- Develop and monitor accounting and security policies and procedures to ensure the financial health of the organization
- Work with the Finance Committee and NBLT staff to develop an annual budget. Oversee current fiscal year expenditures to operate within the approved budget, ensure efficiently resource utilization and maintain a stable financial position. Oversee payroll and healthcare offerings to staff
- Oversee the development of financial statements which accurately reflect the financial condition of the Organization and present the same to the Board
- Maintain a positive working relationship with independent auditors, lawyers and other NBLT consultants and advisors

Development & Fundraising

- Develop and implement an annual development plan with the Director of Development and Board Development Committee to expand the current revenue base and secure the resources to achieve NBLT's long-term goals
- Play a leading role in major gift fundraising including the identification and cultivation of new major donor prospects, including individuals, corporations and private family foundations
- Strengthen relationships with and steward existing key donors and financial partners
- Support solicitations made by the Board and staff members
- Expand current grant funding sources by researching and coordinating applications for grant funding from state and federal agencies and other public and private sources

Conservation & Stewardship

- Ensure the Organization achieves its conservation mission in a highly strategic and focused manner by developing and executing a land conservation plan. Revisit and

- revise the land conservation plan annually to adjust priority projects and service areas
- Work with the Land Committee to develop and implement NBLT's land conservation plan to identify, select and pursue new land conservation opportunities. This may include the completion of conservation easements, acquisition of private lands and/or transfer to like-minded organizations.
- Supervise all NBLT conservation staff and contractors in the execution of all easements and fee-title acquisitions and ensure all conservation work is performed in accordance with the standards and practices of the Land Trust Alliance
- Oversee NBLT's stewardship efforts including monitoring, land management planning and any maintenance projects on both easement and fee properties
- Build and nurture relationships with private landowners, community partners, local, state, county and federal partners and other conservation groups to develop collaborative partnerships and achieve stated conservation objectives
- Work to diplomatically resolve any and all property violations and land owner disputes as they arise
- Identify project-specific funding through timely application for public grants, private foundation grants, and other project fundraising

Community & Public Relations

- Serve as the public face and lead spokesperson for NBLT to supporters, the public and media, projecting a clear and professional image of the Organization
- Oversee all communications including the development of the annual report, newsletters, social media and website
- Speak regularly in the public realm to enhance awareness about NBLT's mission and accomplishments and strengthen the NBLT brand throughout the region

As the North Branch Land Trust's leader, the Executive Director must possess the following skills and experience:

Essential Qualifications:

- Demonstrated enthusiasm for and personal commitment to land conservation.
- Experience with a land trust or other conservation organization strongly preferred.
- Bachelor's degree from an accredited college or university
- Three or more years of leadership experience managing a team of direct reports and directing an office
- Fundraising experience with proven record of effective relationship building for individual donor cultivation and major gifts
- Outstanding written and verbal communication skills. Natural ability to communicate clearly and authentically with a wide range of stakeholders including donors, landowners, volunteers and staff. Public speaking experience is a plus
- Self-motivated entrepreneur who possesses superior problem-solving skills and works independently
- Inspirational leader who can think both strategically long-term and short-term for optimum operational effectiveness
- Commitment to the values of diversity, equity and inclusion in all aspects of conservation work

- Willingness to learn and adapt. Ability to accept feedback constructively
- Ability to manage multiple projects and timelines with a positive attitude, flexibility and attention to detail and establish clear priorities for themselves and staff
- Computer proficiency including word processing, Excel, email. Experience with donor management software preferred.
- Walking on uneven terrain and participating in events and activities in various outdoor conditions required.
- Must have access to transportation and possess a valid driver's license as regional travel is required to visit easement and acquisitions sites, meet with donors and attend events as needed.

Preferred (not required) Experience and Skills:

- Familiarity with Northeastern Pennsylvania region
- Familiarity with and knowledge of the tools and techniques of land conservation
- Experience engaging with a Board of Directors including the recruitment of new directors, boosting board engagement and governance
- Non-profit experience

Compensation & Benefits:

- This is a full-time salaried (Exempt) position. The salary offered to the successful candidate will be commensurate with experience and qualifications.
- The following are included in the standard benefits package: healthcare, vision, dental, disability, and life insurance; retirement plan and paid time-off.
- Flexible work schedule required. Some evening and weekend work required.
- Location: NBLT's office is in Dallas, PA. The Executive Director may occasionally work remotely as appropriate while ensuring adequate coverage in the office.
- Encouraging culture committed to providing our NBLT staff with the support and accommodations they need to be successful. We encourage personal development and support opportunities for continued education.

How to Apply:

Interested candidates can apply by emailing nbltresume@nblt.org. For consideration, submit a cover letter and resume. Cover letter should include salary expectations. All documents should be in PDF format. Only electronic submissions will be accepted. Applications will be accepted through May 15th, 2026. The position will remain open until filled. Please do not inquire about this position by phone directly.