



STARK MOUNTAIN FOUNDATION

44°11'29"N
72°55'52"W

Founded in 2000, the Stark Mountain Foundation (SMF) works to preserve the unique and historic environment of General Stark Mountain in Fayston, Vermont. The Stark Mountain Foundation, a charitable 501(c)(3) organization, promotes education, environmental conservation, historic preservation, and outdoor recreation. SMF partners with organizations including The Preservation Trust of Vermont, The Green Mountain Club, and Mad River Glen to achieve its mission.

The Board of Directors recently created Executive Director position to dramatically increase the profile and efficacy of SMF. To facilitate the growth of SMF, initially, the Executive Director will work as a part-time volunteer. When SMF's financial strength improves, the part-time Executive Director will earn competitive compensation.

SMF's Executive Director position will provide professional opportunities to utilize his/her skills to give back to the local community. It also could serve to facilitate a professional's transition into the non-profit sector.

Primary Duties and Responsibilities

The Stark Mountain Foundation's Executive Director will be responsible for the day-to-day leadership and management of the organization. The Executive Director will report to the Board of Directors and will collaborate with the Board of Directors to raise funds for SMF. The Executive Director will have responsibility for and will perform the following duties:

Leadership

- Participate with the Board of Directors to develop and evolve strategic plans
- Act as a spokesperson for SMF
- Conduct correspondence on behalf of the Board, as appropriate, and jointly with the Board when appropriate
- Represent SMF at community activities to enhance Stark Mountain Foundation's profile
- Identify, assess, and inform the Board of Directors of internal and external issues
- Advise the Board of Directors on all aspects of the SMF's activities
- Foster effective team work between the Board, the Executive Director, and other stakeholders

Program Planning and Management

- Oversee the planning, implementation, and evaluation of programs and services
- Manage the delivery of programs and services to maintain and improve quality
- Ensure that programs and services contribute to the SMF's mission and reflect SMF's priorities
- Oversee the planning, implementation, execution and evaluation of special projects

Financial Planning, Management and Fund-Raising

- Collaborate with Board of Directors to prepare annual and multi-year budgets
- Work with the Board to secure funding to achieve budgets and goals

- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization
- Ensure the use of appropriate bookkeeping and accounting practices
- Responsibly administer the funds of the organization
- Provide the Board with comprehensive, regular reports on revenues, expenditures, assets, and liabilities
- Ensure that the organization complies with all laws and regulations related to taxation and withholding

Community Relations and Advocacy

- Market and promote SMF and its mission to stakeholders
- Communicate with stakeholders to inform them of SMF's work and to identify changes in the priorities and interests of the community served by SMF
- Foster strong relationships and collaborative arrangements with community groups, supporters, and other stakeholders

Qualifications

Knowledge, Skills, and Abilities

Ten or more years demonstrated experience:

- Leading organizations of at least ten people (ideally, non-profits)
- Managing the financials of \$500k+ organizations
- Managing projects
- Writing successful grant applications and/or proposals
- Marketing using social media and public relations
- Raising \$250k+ for annual and capital campaigns
- Building relationships-- both internal (Board) and external
- Using Web applications including CRM, e-mail and Google Apps

Personal Characteristics

- Superior and timely verbal and written communication abilities
- Strategic Thinker – Identify and assess opportunities and threats based on trends and the vision and values of the organization
- Knowledge of the community (challenges and opportunities as they relate to SMF's mission)
- Passionate about the SMF's mission
- Integrity and openness
- Creative, collaborative problem solver -- Assess problems to identify causes, generate possible solutions, make recommendations to solve the problem. Reach out to others for assistance and input as needed.
- Prefers using positive influence to achieve results
- Organized -- Set priorities, monitors progress toward goals, creates and implements action plans, and evaluates and reports the process and results

About the Position

The Executive Director's hours will be flexible and, in the near-term s/he will work from home. The SMF Board of Directors expects the Executive Director to work half-time.

How to Apply

To apply, send an e-mail with "Executive Director" in the subject line and attach a PDF of your cover letter and a PDF of your resume/CV to contact@starkmountain.org.

SMF will contact qualified applicants by phone or by e-mail.