



COLD HOLLOW TO CANADA EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

Applicants for this position should contact info@coldhollowtocanada.org with resume (required) and cover letter (optional) or call Charlie Hancock at 802.326.2093

POSITION: Cold Hollow to Canada (CHC) is seeking an Executive Director to lead the organization's Conservation and Community Programming work towards the execution of the Organization's 5-year Strategic Plan. Work will focus on CHC's Land Conservation and Woodlots Programs; fundraising activities; and general organizational administration.

The position is best suited for a self-directed individual who welcomes a challenge, connects well with people, and has the necessary program management skills and background to be successful. The Executive Director will report directly to the chair of the CHC Board of Directors. The position is full-time at 40 hours/week and remote, requiring occasional weekend work and some field work throughout the CHC region. The work schedule is flexible and compensation commensurate with experience. Funding for this position is in part from the Daybreak Fund at the Vermont Community Foundation, the Canaday Family Foundation, and Catalyst Fund at the Network for Landscape Conservation.

BACKGROUND

Cold Hollow to Canada (CHC), founded in 2009, is a partnership of community members working together toward the common goal of land stewardship and wildlife habitat conservation through education and outreach, coordination between local conservation commissions, public entities, and non-profit organizations that share our vision of healthy forests and wildlife for future generations.

The CHC project area includes seven towns from the southern portion of the Cold Hollow Mountains to the Canadian border. These towns include Bakersfield, Belvidere, Enosburgh, Fletcher, Montgomery, Richford, and Waterville. Our vision is a healthy and intact forested landscape that supports a strong and sustainable local economy through stewardship of our working forests and strengthening of our forest products sector, with permanent protection of core wildlife habitat, maintaining connectivity across the entire Northern Forest.

Presently the organization is engaged in a number of ongoing programs, including the Woodlots Program for five groups of landowners, two citizen science projects, supporting the sale of forest carbon credits by small landowners, and active conservation in coordination with the Vermont Land Trust and additional partners. Additional information about the organization can be found at www.coldhollowtocanada.org, including the organization's recently released [5-year strategic plan](#).

ESSENTIAL FUNCTIONS

- Leading CHC's Land Conservation Program, working with partners such as the Vermont Land Trust, New England Forestry Foundation, USDA Natural Resources Conservation Service, and Vermont Department of Environmental Conservation to secure permanent conservation easements towards advancing organizational priorities in the region
- Managing CHC's vanguard Woodlots Program for landowners, which brings together landowners with contiguous or nearly contiguous properties to manage for wildlife habitat, ecosystem integrity, and climate change resilience across boundaries
- Leading Fundraising efforts, with Board support, to develop and sustain organizational capacity, (including management of the Annual Campaign, pursuing grant opportunities, and growing a recently developed business sponsorship program), as well as supporting the CHC Land Conservation Fund, assisting easement activity with private forestland owners
- Managing general CHC organizational administration, grant administration and financial reporting, community outreach, and the organization's digital presence

QUALIFICATIONS

- A commitment to the Vision & Goals of the organization
- Formal education and/or experience in a Natural Resource related field
- Ability to complete tasks independently with respect to timeline(s); Managing time and diverse activities under deadlines while delivering quality results
- Experience in recruiting, motivating, and retaining employees and contractors and creating an open, positive, and rewarding work environment
- Experience with grant writing, management, reporting, and related accounting
- Experience in non-profit fundraising from foundations, individuals, and corporations, including major and capital campaigns
- Experience in financial control, budgeting, grant reporting, and general accounting principles and tools
- Knowledge of current trends & practices in conservation & natural resource preservation
- Experience communicating with the public and/or media both in writing and verbally
- A minimum two years' experience working in a similar capacity for a conservation-related organization
- Experience in website content management, social media for nonprofits, donor management platforms, and use of Microsoft Office and Google Suite