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**LAWRENCE HOPEWELL TRAIL CORPORATION**

**EXECUTIVE DIRECTOR**

**POSITION DESCRIPTION**

**Lawrence Hopewell Trail Corporation**

The Lawrence Hopewell Trail Corporation (LHTC), an established 501(c)3 non-profit, collaborates with county, and municipal governments, major corporations, educational institutions, activist citizens, and residents to construct, manage, and maintain a 22-mile multi-use trail through the two townships. The trail is a much-loved community amenity that has inspired area towns to create their own links to the LHT. The mission pursued by board and staff boils down to “*We Connect.”*The LHT connects people to nature and local history, communities to communities, and trail users to the friends and family who enjoy the trail with them to take advantage of the health benefits and recreational opportunities it offers. With its emphasis on diversity, equity, and inclusion goals, the LHTC seeks to engage a wider range of our area’s population through outreach to individuals and community groups. The LHT is an active member of the Circuit Trails an 800-mile network of bicycle and pedestrian trails connecting people to jobs, communities, and parks in the Greater Philadelphia Region.

The LHTC is undergoing a leadership transition that involves new board leadership, migration from a working to a governing board, and the hiring of the first full-time executive director. The executive director will play a key role in shaping priorities and strategy, carrying out the LHTC’s mission and strategic plan, developing the resource base to support our work, promoting and guiding plans for trail linkages, sponsoring events on the trail, and maintaining an active presence in regional trails organizations.

**Responsibilities**

The executive director, the chief executive officer of the Lawrence Hopewell Trail Corporation, is responsible for overseeing the strategic plan implementation, administration, and programs of the organization. Other key duties include fundraising; communications; community outreach; and the development and maintenance of critical corporate, governmental, and community relationships. The position reports directly to the Board of Directors.

The Board of Trustees recognizes that the person hired for the position may not be able to fulfill all the listed responsibilities initially with a high degree of proficiency. However, with experience in the role, professional development, support and assistance from the Board of Trustees, the executive director will be expected to “grow into” the role and perform all responsibilities with increasing competence and skill. It is recognized that LHT trustees, part-time staff and/or volunteers may augment the executive director's areas of less proficiency and/or experience.

The executive director’s responsibilities are listed below.

* Oversee the implementation of the strategic plan and play a central role in the development of subsequent strategic plans.
* Develop an annual budget and monitoring adherence to the budget.
* Manage grants to meet goals, programmatic expectations, and reporting requirements.
* Establish and maintain active, visible relationships with various organizations and community groups and utilize those relationships to strategically enhance the fulfillment of the LHTC’s mission and image, and reputation.
* Engage in fundraising and the diversification of revenue sources.
* Oversee communications and marketing initiatives.
* Draft, for board approval, policies and procedures necessary for the effective functioning of the LHTC.
* Hire staff and consultants with board approval; manage, evaluate, and retain competent staff and consultants.
* Review and approve, with the board chair, contracts for services.
* File or oversee all documents required by federal, state, or local entities.
* Communicate effectively with the Board of Trustees and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
* Collaborate with the Board of Trustees on policy decisions, fundraising, and maintaining the overall integrity, viability, and visibility of the LHTC.
* Provide administrative support to the Board of Trustees and its committees.
* Other duties as assigned by the Board of Trustees.

**Qualifications and Attributes**

The Board of Trustees has identified the qualifications and attributes of the ideal executive director with the understanding that even a strong candidate may not be strong in all areas. Strength in one area may offset less skill or experience in another.

Important

* Knowledge of or interest in trails or the outdoors.
* Strategic thinking and planning.
* Ability to envision and communicate effectively the LHTC’s mission and strategic future to the staff, board, volunteers, donors, and the community.
* Ability to manage and collaborate with staff and consultants.
* Experience in or demonstrated aptitude for budgeting and financial management
* Experience in or demonstrated skills and interest in fundraising.
* Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
* Organizational abilities, including planning, delegating, program development and task facilitation.
* Strong financial management skills, including budget preparation, analysis, decision making and reporting.
* Strong written and oral communication skills, including public speaking.
* Strong work ethic with a high degree of energy.
* Ability to work independently.

Desirable

* Nonprofit or comparable management experience.
* Experience working with a board of trustees.
* Knowledge of Mercer County, New Jersey

**Salary and Benefits**

Starting salary is $70,000 to $90,000 depending on experience.  LHT will provide health insurance, with costs shared between employer and employee. Paid personal time off for vacation and sick leave.

**Working Environment**

The position is based in Mercer County, New Jersey,  and is full time-40 hours a week.  Since the LHT does not have its own office location, much of the work can be done remotely (from home), but the position requires frequent in-person engagement with LHT trustees and other staff, and with local, municipal, county, and state agencies.  The position often requires participation in evening and weekend events.

**Starting Date and Application Deadline**

The successful applicant will begin working in fall 2022. Deadline for applications is September 30, 2022. Applications will be reviewed as they are received. Submit a letter of interest and a current resume to <https://lhtrail.sharefile.com/r-rb100fb9949954047ae7192f7d7249624>.

**Additional Information**

Questions or requests for additional information can be submitted to <https://lhtrail.sharefile.com/r-rb100fb9949954047ae7192f7d7249624>.

**Equal Opportunity**

The Lawrence Hopewell Trail Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, or gender identity.