

Executive Director
Rail-Trail Council of Northeastern Pennsylvania, Inc.

Organization website www.neparailtrails.org

The Rail-Trail Council of NEPA, Inc. is a nonprofit organization organized in 1991 to develop, manage and maintain recreational trails on former railroad right-of-ways. There is a 30-member board representing different trail interests and trail sections, with an office in Union Dale, Susquehanna County. The RTC is currently working on the D&H Rail-Trail, the O&W Rail-Trail and the Endless Mountains Trail. The Executive Director will report to the President and Board of Directors and is responsible for the organization's achievement of its mission. *"The Rail-Trail Council is renewing Northeastern Pennsylvania's historic pathways as recreational trails for all to enjoy"*

The Executive Director will:

1. Communicate regularly with the President and Board of Directors on the condition of the organization and any internal or external factors that may influence it.
2. Promote and publicize the activities, programs and goals of the organization.
3. Act as representative for the organization to other organizations, governmental agencies and the general public.

Essential Duties and Responsibilities

Under the direction and oversight of the Board of Directors (the Board), the Executive Director (ED) is responsible for the overall leadership, management, operations, planning, budgeting, development, communications, membership and outreach of the Rail-Trail Council of NEPA, Inc. (RTC).

The ED implements the policies established by the Board; assists in the formulation of these policies; leads the articulation of the RTC's mission; assists in the development and achievement of short- and long-range plans; and prepares annual budgets and work plans for Board approval.

The ED is responsible for maintaining, organizing and preserving all RTC records, including but not limited to, financial, project, land, grant-related records. Subject to Board review and approval, the ED prepares annual workplans consistent with the Strategic Plan and an organizational calendar. The ED makes regular progress reports to the President and the Board for all RTC programs and projects and advises the President and the Board of significant issues as they arise.

Specific Responsibilities and Authorities

Subject to the direction and oversight of the Board and under the supervision of the President, the ED has the following specific duties and responsibilities:

Leadership. Provides leadership that enables RTC to continue its mission of renewing Northeastern Pennsylvania's historic pathways as recreational trails for all to enjoy; keeps programming on task with respect to evolving mission, goals, strategies and objectives; and develops and maintains good relationships with Board; assures that meetings are effective and move the organizational mission forward.

Strategic Planning and Policy Development. Articulates a vision for the future of the RTC and its mission and programs; looks to and plans for the future; engages and assists the Board in the development and updating of the RTC Strategic Plan; assists Board in the development of RTC policies; organizes, updates and disseminates RTC Policy Manual; and insures that all programs, projects and activities of RTC are carried out in accordance with established policies and the current strategic plan.

Development and Fundraising. Establishes a development strategy to implement the goal of a stable funding source for the RTC and raises the budgeted amount for operations through membership; annual gifts; legacy gifts; corporate, foundation and major donor contributions; and special events.

Program Management. Works with the program manager to plan, organize and oversee all RTC programs and activities, including but not limited to, proactively identifying and dealing with opportunities and obstacles; and measuring and reporting accomplishments.

Financial Management. Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, and all other applicable rules and guidelines.

Government and Legislative Relations. Keeps current on legislative and other issues that affect RTC; maintains good relationships with local governmental bodies, as well as other state, federal and local organizations that have an interest in RTC's mission.

Communications. Leads and manages the external communications efforts of the RTC so as to increase the visibility of RTC with the public and increase strategic media exposure; works with staff and volunteers to plan RTC programs and workshops; recruits volunteers to help as needed for cleanups, events, committees and special projects; increases and strengthen partnerships with others to promote the trail system; actively seeks opportunities to participate in and speak at events and display RTC materials; keeps website current and uses social media to keep communication efforts up-to-date.

Grants. Seeks out and applies for appropriate grants from federal, state, local and special interest sources; manages grant administration, follow-up, budgeting and reporting as required.

Membership. Leads and manages RTC membership development efforts; prepares and implements a plan for significantly increasing membership; maintains records for membership records; keeps members informed of issues affecting RTC through a quarterly newsletter; and builds and maintains good member relations.

Scope and Staff

The Rail-Trail Council typically operates on a budget of \$95,000 to \$175,000 depending on grant status. The RTC ED is assisted by the part-time program manager, a part-time administrative assistant, and a part-time trail manager.

Education and Experience

A bachelor's degree in environmental science, landscape architecture, recreation, park and recreation management, transportation planning, nonprofit management, or related discipline.

Must have 3 years' experience in a related field.

Strong verbal and written communication skills are necessary, including public speaking.

Excellent computer skills-Microsoft Office 365, QuickBooks and social media skills.

Must have experience with grant research and writing, grant management and administration.

Must be able to supervise staff, assign jobs, oversee performance.

Strong supervisory experience with ability to work with professional consultants, trail construction crews and volunteers.

Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines.

Motivated self-starter with a strong work ethic, able to work independently.

Must have a willingness to work some weekends and attend evening meetings.

Starting Date: January 3, 2022

Salary \$50,000-\$60,000 commensurate with experience, plus benefits

Application deadline: November 12, 2021

Please submit cover letter and resume by mail to Kirk Newsom, Rail-Trail Council
PO Box 303, Union Dale, PA 18470
Or by email to apps.trails@nep.net