Executive Director
Friends of Hopewell Valley Open Space

Friends of Hopewell Valley Open Space (FoHVOS) invites applications for an Executive Director.

FoHVOS is an accredited nonprofit land trust that is dedicated to preserving Hopewell Valley's character through its efforts to preserve land, protect natural resources, and inspire a new generation of conservation. Since its inception in1987, FoHVOS has partnered with landowners as well as government and nonprofit organizations to preserve over 7,500 acres of open space and farmland. Its vision is to foster a greener, cleaner, and healthier future for people, wildlife, and the land within the Hopewell Valley. FoHVOS has active programs focused on community conservation, land stewardship, recreational trails, land preservation, deer management, citizen science, and the NJ Invasive Species Strike Team. The NJ Invasive Species Strike Team, led by longtime FoHVOS Stewardship Director, Mike Van Clef, is recognized throughout New Jersey as the leader in strategic invasive species management. FoHVOS has a strong financial position with over $700,000 in annual income and over $11 million in assets. To learn more about FoHVOS, please visit: www.fohvos.org.

The Executive Director will report directly to the FoHVOS Board of Trustees and will have enthusiasm for, and commitment to, land conservation and environmental protection. Partnering with a committed staff of four experienced individuals as well as seasonal interns and dedicated volunteers, the Executive Director will champion and lead the implementation of the organization's newly adopted strategic plan. We offer a flexible working schedule in a hybrid environment, allowing our team to telecommute when appropriate, and to work from our space at the restored Strawberry Mansion on Baldpate Mountain in Titusville, overlooking preserved land and the Delaware River, when in the office. The position is available on a 50% to 100% basis, based on the successful candidate's interest and needs, with a salary range of up to $120,000 FTE commensurate with experience. We offer generous paid time off, a retirement benefits plan with employer match, and established relationships with a variety of partners with similar values and missions.

Essential Duties and Responsibilities
Working closely with the President and Board of Trustees, the Executive Director will carry out FoHVOS's vision and strategy. This entails interacting effectively with other conservation organizations, landowners, government entities, public groups; providing leadership, development, and supervision of FoHVOS staff members, and spearheading fundraising and community development. The Executive Director serves as the direct line of communication with the Board and serves as the "face of the organization" both inside and outside by representing FoHVOS at public meetings and events, coordinating with state and local entities to access funding, and communicating with the organization's stakeholders. The Executive Director attends occasional evening and weekend meetings and events, as well as those of other organizations.

The successful candidate will bring a record of effective leadership and administrative experience appropriate to the size and complexity of FoHVOS. Specific areas of responsibility include:

Leadership & Strategy
- Assist in the development and oversight of the organizational budget
- Lead and supervise staff, overseeing reviews, paid time off, and payroll hours
- Manage communications and support the Board of Trustees, its officers, and committees
- Develop appropriate policies and procedures
- Ensure compliance with legal and regulatory requirements

Fundraising
- Develop and execute fundraising strategy in coordination with the Board and Board committees

Land Acquisition, Protection, and Stewardship

- Work with Board members on collaborating with Green Acres, Mercer County, D&R Greenway, New Jersey Conservation Foundation, Hopewell Township officials, and other relevant parties regarding funding of land acquisition projects
- Promote sound land steward practices to restore the ecological health of open space

General Administration

- Work with FoHVOS officers, committee chairs, and staff to prepare and distribute materials for committee and trustee meetings
- Coordinate with staff and Trustees to write, edit, produce, and distribute a newsletter
- Manage and keep updated organization's website with staff support
- Maintain tax exempt status on FoHVOS preserves

Required Qualifications

- Bachelor's degree
- Record of setting strategic goals and working with teams to accomplish these goals
- Possess excellent planning skills, including the ability to make strategic decisions independently
- Demonstrated experience with organizational finance, including budget development and managing expenses
- Excellent communication, interpersonal, and organizational skills
- Demonstrated ability to build productive and collaborative working relationships
- Proven ability to work independently, solve problems, and work adeptly with individuals with diverse viewpoints

Preferred Qualifications

- Demonstrated fundraising experience with individuals, corporate entities, and foundations
- Familiarity with land trust procedures
- Experience with land acquisition and the New Jersey's Green Acres program
- If you feel you are missing some of the requirements or qualifications listed above, but have a passion for land conservation and think that you would be a great fit at FoHVOS, please apply anyway!

Application

To apply, candidates should submit (a) a cover letter indicating interest in the position and (b) a current resume. Application materials should be submitted electronically to **HR@FOHVOS.org**

Review of applications will begin immediately and will continue until the position is filled. For full consideration, applications should be received by **November 30, 2023**.

The Friends of Hopewell Valley Open Space is committed to fostering a diverse, equitable, and inclusive workforce as an equal opportunity employer.

Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability or any other protected characteristic as established under law. We strongly encourage a host of diverse, intersectional populations and cultures to apply including, but not limited to, identities based on race, gender identity, gender expression, sexual orientation, disability, national origin, and veteran status.