

ABOITE NEW TRAILS

Job Description

Executive Director Position

SUMMARY

Aboite New Trails Inc. is interested in hiring a full time Executive Director, with a projected start date of December 1st, 2005. The Aboite New Trails group is a non-profit agency that was founded in 2002, for the expansion of trails in Aboite Township. A comprehensive plan has been completed that will include over 52 miles of safe multi use trails in Aboite Township.

The Executive Director will be responsible for all daily business operations for ANT, including, fundraising, event planning & promotion, volunteer coordination & recruitment, liaison for ANT with local governmental agencies & other trail organizations & assists with construction management.

The Executive Director will report directly to the President or Vice-President of the Board of Directors, or a designee of their choice. The Board of Directors consists of 15 active, volunteer members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as deemed necessary.

Project Management

- Liaison for ANT with local governmental agencies, other trail organizations, & the Greenway Consortium.
- Coordinates with appropriate agency regarding public funded projects as stated in the Memorandum of Understanding.
- Coordinates with appropriate agency for project bidding & construction management.
- Develops & recommends standards for construction & signage
- Represents ANT with regional transportation planners to integrate trails as alternative means of transportation.
- Performs on-site investigations involving trail routes, site inspections & work-site evaluations.

- Develops tools, plans and information, promotional material and presentations that could be used with property owners to show the advantages of land grants to the greenway/trail system.
- Coordinates land grant easements with the appropriate governmental agencies.
- Must have a general knowledge of applicable Federal, State and local laws applicable to property acquisition and trail development through all jurisdictions of trail development.

Community Involvement, Marketing & Fundraising

- Networks, educates, communicates and builds support for ANT in the public and private sectors.
- Advocates the importance of greenway/trails in support of healthy lifestyles and fitness.
- Promote, oversee, supervise and retain volunteers for existing volunteer positions. Identify, recruit, and fill new volunteer opportunities.
- Obligations Promote & coordinate all ANT public or private events. Identify new events to educate the public about ANT.
- Responsible for design, writing & production of all printed brochures for education and marketing purposes.
- Assist fundraising committee. Initiate new fundraising opportunities, expand fundraising base by calling on new businesses.
- Prepare and send follow-up letters, thank you notes & dictated letters. Update donors monthly with cover letter, fund raising achievements & newsletter.
- Ability to develop and manage a yearly budget & negotiate with vendors and contractors.
- Assist Treasurer with annual report, donor receipts & tracking, pledge receipts & tracking, and present detailed transactions to accountant for yearly tax returns.
- Write grants, direct other grant writers, oversee all ANT grant applications, and seek new grant opportunities for trail development and or administrative functions.

Other Daily Functions & Board Meeting Responsibilities

- Prepare agenda, schedule, attend & take minutes for all Board meetings.
- Compile reports from committees for monthly Board meetings.
- Prepare a detailed monthly update for Board meetings including updates on construction projects, fund raising efforts, event planning, volunteer efforts, etc...
- Execute and implement ANT Board policy. Must work efficiently with President and Board Members.

- Answer general emails, phone calls & inquiries about ANT daily.
- Monitor and update the ANT Website in a timely fashion.

DESIRED QUALIFICATIONS

- Significant experience with nonprofit agencies and or project management.
- Individual must possess strong organizational skills with the ability to manage, direct & prioritize multiple tasks.
- A proven track record of success in fundraising development, including individual donor cultivation, corporate sponsorships and event planning.
- Ability to work efficiently with the Board President and Board of Directors. Must believe in vision of ANT Board.
- Demonstrated success in recruiting, directing and maintaining volunteers.
- Self-motivated & ability to work independently.
- Passion for trails and extensive knowledge of benefits of trails to physical fitness.
- Strong verbal and written communication skills. Ability to speak in public, and make professional presentations utilizing Microsoft PowerPoint and other emerging technology.
- Proficient with Micro-Soft Office applications including Excel, Word, Access, Publisher & PowerPoint.
- Ability to maintain a flexible schedule and attend meetings or events in evenings or on weekends.

EDUCATION and/or EXPERIENCE

- Education or experience equivalent to a B.A. or B.S. degree in areas of fields related to parks, planning, environmental management or administration. Degrees in landscape architecture or civil engineering with experience in related fields may be considered.
- Minimum of 2 years experience related to trail or greenway development.
- Experience in group dynamics or leading groups to consensus building helpful.

SALARY RANGE

The salary range for this position will be \$45,000 - \$52,000. Starting salary will be based upon experience & qualifications of applicant.

The President of ANT, or designee will conduct semi-annual performance related reviews. Based upon the year-end review, the employee will be eligible for yearly increases in compensation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical plans, or governmental regulations. Ability

to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to an inside office setting, or outside weather conditions. The noise level can vary from an office setting to a moderately noisy construction worksite.

WORK SCHEDULE

Regular hours worked will be from 8:00am-5:00pm, Monday through Friday. These hours are somewhat flexible due to the necessity of evening and weekend meetings/events. 40 hours will constitute a work week. Detailed hours worked will be required. Methods used to record time must conform with legal and or statutory requirements.

VACATION ACCRUAL & PERSONAL TIME

Vacation time will be accrued as follows. One weeks vacation shall be granted after six months have been worked. Two weeks vacation shall be granted after one year has been completed, through the fifth year. Three weeks vacation shall be granted beginning with the start of the sixth year through the duration of employment. Five days shall constitute one week of vacation. Unused vacation time can be carried forward year to year, until a maximum of 4 weeks is accumulated.

At the end of the first ninety days of employment and each year thereafter, the employee shall be granted three personal days. These days can be used for personal reasons or illness. These days are not to be carried over or accumulated, they must be used in the calendar year granted.

The ANT President or designee must be notified and approve all time off.

HOLIDAY SCHEDULE

The employee shall receive the following days off work as paid holidays:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

In addition to the holidays mentioned above, the employee shall receive two (2) floating holidays that can be used at his/her discretion.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

All individuals that accept employment with ANT and live outside of Allen County will have six (6) months from their start date to become residents of Allen, County.