



Connecting people to the land since 1895

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EXECUTIVE DIRECTOR JOB DESCRIPTION

The Connecticut Forest and Park Association (CFPA) is seeking a qualified individual for the position of Executive Director.

Founded in 1895, CFPA was the first private, nonprofit, conservation organization to be established in Connecticut. CFPA's Mission is to connect people to Connecticut's forests, parks, and Blue-Blazed Hiking Trails, and ensure that these special places are protected and well-managed for future generations. CFPA maintains and manages over 825 miles of Blue Blazed Hiking Trails on private, town, and state lands stretching across 96 towns, including the New England National Scenic Trail. CFPA has a Staff of 8 full-time professionals and a headquarters building and grounds in Rockfall/Middlefield strongly supported by 17 Board Members, 200+ active volunteers, and ~2,500 donors. CFPA's operating budget for 2023 is \$1.3 million.

The Executive Director is a full-time exempt employee reporting to CFPA's Board of Directors (Board). The Executive Director provides organizational leadership by partnering and working cooperatively with CFPA's professional staff and Board to carry out our mission through the implementation of [CFPA's Strategic Plan](#) and its primary goals to increase the impact of our conservation program, invest in our Staff, Board, and Volunteers, and continuously improve the organizational financial position to ensure our mission continues to be implemented. The Executive Director guides the impact of our conservation programs through our primary programs of:

- Providing **Advocacy** for trail protection, the role of CT's forests in Climate Resilience, and enhancing Equitable Access to CT's trails, forests, and parks
- Extending statewide capacity and impact of our **Education** programs including the Master Woodland Manager and Master Naturalist certification programs, building our public education partnership to connect diverse students and families to the outdoors
- Protecting, providing stewardship, and welcoming new and diverse users of our 825+ miles of **Blue-Blazed Hiking Trails**

The Executive Director maintains an atmosphere of respect, inclusion, equity, and collaboration in a casual yet professional setting. Working with Staff, the Executive Director:

- Provides oversight of CFPA's activities and programs;
- Manages operations;
- Partners with the Board to develop and carry out strategic objectives;
- Oversees financial operations and provides guidance to our Development Director;
- Builds and maintains key relationships with our members, donors, and partners; and
- Advocates for public policy objectives by working with our Public Policy Committee, contract lobbyist, partners, and volunteers.

The preferred candidate will substantively meet the following qualifications:

- Demonstrated success as an experienced Executive Director or organizational leader managing an annual operating budget between \$2 and \$5 Million.
- Demonstrated team leadership, mentorship, and successful collaborative working relationships with a conservation-focused staff and volunteers.
- Demonstrated experience implementing public policy advocacy programs either directly or through partners and contractors.
- Strategic-minded leader capable of working with the Board and Staff to develop program objectives, annual advocacy priorities, build and enhance relationships with members, donors, volunteers, and partners.
- Prior experience and success working with Development and other staff to foster donations, fundraising, securing grants, and growth of endowment funds.
- Prior experience and clear understanding of non-profit finances and complex budgets and multiple funding streams.
- Strong commitment to Justice, Equity, Diversity and Inclusion and furthering CFPA's diversity mission and working partnerships.
- Strong public, private, and/or corporate conservation relationships, networking relationships.
- A B.A. or B.S. in ecological sciences, forestry, conservation, or related field or practical experience demonstrating equivalent knowledge and capabilities.

COMPENSATION AND BENEFITS

The salary range for this position is \$115,000- \$130,000 annually. CFPA offers a comprehensive benefits package including 100%-employer premium paid medical, dental, and vision insurance; 403(b) Plan including a discretionary 4% employer contribution; and 12 paid holidays. This position is full-time, salaried, and overtime-exempt under the Fair Labor Standards Act and applicable Connecticut law.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY & INCLUSION

CFPA does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, veteran status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Indeed, we have a responsibility to take actions to break down barriers that historically have excluded and impacted populations because of their race, ethnicity, sexual orientation, gender identity, language, religion, disability, socio-economic backgrounds, or other reasons. Visit CFPA's [Commitment to JEDI](#) webpage for additional information.

TO APPLY

Upload your application materials (resume, cover letter and three professional references) to our online [Careers Application Page](#). No phone calls please. Applications accepted through July 30.