



Assateague Coastal Trust – PO Box 731, Berlin, MD 21811 – 410-629-1538

Employment Opportunity

Executive Director, Assateague Coastal Trust

Overview

Assateague Coastal Trust (ACT), a 501(3)c environmental advocacy organization, is seeking an experienced, energetic, and visionary leader who is passionate about clean water advocacy and eager to build on the successes of one of the oldest and most influential environmental organizations on Delmarva.

About Assateague Coastal Trust

Assateague Coastal Trust, located in Worcester County, Maryland, has inspired and engaged scores of individuals and organizations to fight to protect the Coastal Bays of Maryland watershed and the surrounding Lower Shore region.

The Delmarva peninsula is located along the Mid-Atlantic coast and is comprised of primarily rural landscapes and small urban centers throughout Delaware, eastern Maryland, and eastern Virginia. The Chesapeake Bay borders this region to the west, the Coastal Bays of Maryland, and the Atlantic Ocean to the east. It is enriched by diverse communities that are both urban and rural, expansive forested and cultivated agricultural lands, and a network of rivers and creeks that drain to the Maryland Coastal Bays watershed and the Chesapeake Bay watershed.

The five coastal bays behind Ocean City, MD, and the Assateague Island National Seashore were once settled by several indigenous tribes of the Algonquin nation; thus, many of our waterways and Assateague Island (“across the water”) have historical names from that era.

For over 50 years, ACT has been and continues to be a fearless advocate for our diverse communities and ecosystems. Our board, staff, volunteers, and partners are collaborative, adaptive, bold, and results driven. We envision a future where our coastal waters and natural areas are clean, valued, and protected by the people who live, work and play in the coastal watershed. Working arm in arm with diverse community partners, we protect and defend the health of Delmarva’s coastal waters through advocacy, education, science, and the enforcement of just and equitable clean water laws.

We believe every community in our watershed has both a right to clean water and an equitable seat at the table to protect that right.

We work in collaboration with community partners to engage communities in protecting these rights, thereby reducing environmental harms for all who live or visit the watershed. Collaboration with community partners is a way to engage communities. It is also a way to amplify the voices of those community members who may not have the resources or the ability to speak independently.

ACT has been the licensed program of WATERKEEPER Alliance since 2002 and hosts the Waterkeeper for our coastal watershed, the Assateague COASTKEEPER.

ACT recognizes that clean water is essential to the fundamental rights of all living things that depend upon the Coastal Bays watershed to exist and thrive in healthy, balanced ecosystems.

The Opportunity

ACT is offering the opportunity for a visionary and strategic leader with the skills and desire to build meaningful partnerships in the community, work with donors and funders to build a fiscal future for ACT, and help staff to sharpen their skills. As Executive Director, you will have the opportunity to build on the successes of an effective environmental organization while nurturing its growth potential and have the satisfaction of knowing you and the ACT team are doing good things for our environment and our community.

ACT is seeking an individual who identifies him, her, their self as a passionate advocate for the Mission and Vision of Assateague Coastal Trust and who will bring a spirit of collaboration and community involvement to the organization, will build on the solid foundation already in place, and help lead ACT into the next fifty years.

Learn more about Assateague Coastal Trust [here](#).

The Executive Director will be Responsible for:

- Collaborate with a board often to set vision, policy, and strategy for the organization • Create a fundraising development plan and establish short/long-range goals to expand the donor base by harnessing the abilities and interests of donors, funders, local businesses, and diverse community leaders
- Work collaboratively and inclusively with internal and external stakeholders to imagine possibilities, solve problems, innovate, set goals and expectations to shape the future, and ensure the organization's ongoing health
- Lead and support a team to meet expectations, goals, and strategic outcomes
- Work with staff to produce a twice-yearly printed newsletter to be mailed
- Work with staff to produce several annual fundraising activities
- Ensure the organization's long-term financial health by providing timely, accurate, and comprehensive financial information, systems, policies, and procedures

Candidate Profile

We seek a passionate, energetic, and effective candidate who will be the backbone of our fundraising efforts. The right candidate is motivated by the opportunity to shape our fundraising strategies and excited to roll up their sleeves to implement it.

We value an experienced candidate with outstanding personal and interpersonal qualities. Someone cool under pressure and a settling influence when needed. An optimistic person who communicates a compelling and inspired vision and sense of core purpose. Someone who is widely trusted and easy to approach and talk with while being direct and truthful. A team builder who creates high morale and fosters feelings of belonging.

We also value a candidate with strong strategic and organizational abilities. An individual who can effectively anticipate and navigate complex political situations. Someone who concentrates their time and the time of others on what's important. A person who relies upon analysis, experience, and scrupulous judgment to make consistently sound decisions. And someone who understands how non profit organizations work.

If any of this sounds like you, we urge you to get in touch!

Preferred Qualifications

- Experience in financial management, CRM platforms, and donor cultivation. Demonstrated success achieving fundraising goals, including developing, sustaining, and identifying new sources of financial support
- Demonstrated leadership skills, including management and supervisory skills and experience working with a nonprofit Board of Directors
- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders
- Possess knowledge of coastal watershed ecology, including a basic understanding of how water quality, severe weather events, and coastal resiliency planning can impact community health and well being

Specific Duties

Fundraising

- Work with the Board of Directors to produce long-term fundraising strategies and annual fundraising budget and plan
- Work in partnership with the Board Development Committee to identify, cultivate, and solicit foundation, individual, and corporate donors

Relationships and Communications

- Articulate and expand a vision for our regional mission and oversee the expansion of the organization's outreach

- Establish and maintain strong, positive working relationships with a wide range of partners, stakeholders, and community groups and comfort working with people of different cultural backgrounds
- Represent ACT to a variety of audiences, including community and business leaders, government officials, volunteers, and other partners
- Communicate ACT's vision and exemplify its core values

Management

- Supervise small staff, provide mentoring and leadership, and create a positive working environment
- Annually develop and monitor ACT's budget and provide overall management of the organization's fiscal operations in cooperation with the Board Treasurer; interact with the Board Governance Committee and Internal Operations Committee
- Prepare, with the Board of Directors, strategic plans and annual operating plans, and ensure their implementation
- Ensure board and staff compliance with all internal policies and procedures, legal requirements, and financial standards
- Work with the Board Chair to coordinate the efforts of the Board of Directors, including planning, governance, and fiduciary oversight; help recruit and develop new Directors

Skills, Knowledge, and Abilities

- Commitment to the mission of Assateague Coastal Trust
- Professional and personable demeanor
- Strong organizational skills and attention to detail
- Strong editing and writing skills
- Experience in researching, applying for, and reporting on grants
- Self-motivated with the ability to operate independently and ability to work collaboratively as a team member
- Computer proficiency with experience in relevant software
- Proficiency in pulling reports, managing, cultivating donors through standard CRM platforms.
- High levels of discretion, sensitivity, and sound judgment
- Highly collaborative style
- Able to attend occasional morning, evening, and weekend events/meetings outside of regular office hours

Compensation and Benefits

Assateague Coastal Trust offers:

Salary ranges between \$60,000 to \$70,000/year. Health benefit plan. Flexible vacation/leave/work policies. Assistance with moving costs if applicable.

To Apply

Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you! We strongly encourage all interested individuals to apply and allow us to evaluate the knowledge, skills, and abilities that you demonstrate using an intentional equity lens.

ACT's team of employees is the heart of our mission. We aim to create and sustain a workforce that reflects the communities we strive to protect in our fight for clean water and welcome applicants from diverse backgrounds to apply to join our team!

To apply, please combine the following items into a SINGLE PDF document: a resume, a cover letter introducing yourself, and a list of three references.

Please send this PDF as an attachment in an email to 'nicole@actforbays.org', noting "ACT Executive Director" in the subject line.

Position open until filled. Incomplete applications will not be considered.