

Executive Director of Sustainable Woodstock

About the Organization and the Position

Founded in 2009, Sustainable Woodstock inspires, organizes and empowers community members to adopt environmentally responsible practices in all aspects of their lives. Our staff and volunteer action groups are building a more vibrant and resilient community, promoting a thriving local economy, and helping community members to protect natural resources and address the challenges of climate change.

We seek an Executive Director to start no later than August, 2018. The E.D. provides the vision, leadership, and fiscal management to maintain our strong presence in the community. Sustainable Woodstock is an independent nonprofit organization with a \$100,000 annual operating budget. The E.D. position is part-time, at 24 hours per week, with a salary of \$32,000 - \$37,000 based on qualifications and experience plus a \$2,500 pretax health or retirement benefit and flexible hours. The E.D. reports to the Board of Trustees and supervises one part-time staff member.

The Community: Woodstock, Vermont

Woodstock is a community of 3,500 with many engaged and well-informed citizens, thriving nonprofit organizations and stimulating cultural programs. The town has been home to three generations of pioneers in the American conservation movement, commemorated by the Marsh-Billings-Rockefeller National Historical Park, Vermont's only national park. Sustainable Woodstock celebrates and builds on this heritage.

Essential Qualifications

- Excellent verbal and written communications skills including public speaking
- Proven track record of securing funding through direct donor appeals as well as through writing grant applications
- Up-to-date experience with office software programs for financial tracking, as well as databases for managing donors, volunteers, and projects
- Demonstrated experience managing paid and volunteer staff
- Marketing experience with a variety of media, including social media
- Knowledge of environmental and community development issues and a passionate desire to make a difference
- Bachelor's degree and 3+ years of nonprofit or community leadership experience

The Ideal Candidate

We expect to hire an Executive Director who demonstrates these qualities:

- Big-picture, strategic thinking; creativity, curiosity and vision
- An ability to articulate the mission and goals of Sustainable Woodstock in a way that engenders support and builds a robust volunteer workforce—able to be the positive, energetic “face” of the organization in the community

- Can work collaboratively with all stakeholders, including the board, volunteers, town officials, other organizations, donors and citizens
- Equal skill in executing high-level strategic plans as well as detailed event plans
- Able to prioritize and manage multiple tasks for multiple constituencies, including action groups

How to Apply

Applications are being taken by email only, at hire@SustainableWoodstock.org.

Application must include:

A cover letter stating your interest in the position and your vision for leadership toward a sustainable community

Your résumé

Three professional references

Application will be acknowledged by email. The position will remain open for applications until it is filled.

More information about Sustainable Woodstock is available at www.SustainableWoodstock.org. Please contact the search committee with any questions at hire@SustainableWoodstock.org.

Sustainable Woodstock is an equal opportunity employer.