



Executive Director Job Description

Part-time

February 2023

The Mad River Path (MRP) seeks a part-time Executive Director who is committed to and passionate about working to build, maintain, and conserve a system of continuous public pathways from Warren to Moretown. He/she/they should have demonstrated success in working with non-profit or community-based organizations.

The Executive Director is the chief administrator and the “face” of the MRP. He/she/they is responsible for the day-to-day operations of the organization.

General Qualifications:

The right candidate will:

- Develop strong relationships with landowners, supporters, local businesses, town leaders and others in the Mad River Valley;
- Take initiative and work independently, but also able to work collaboratively with partner organizations, the Board of Directors, and community volunteers;
- Communicate effectively with both the Board of Directors and the community;
- Delegate appropriate tasks to volunteers;
- Take a leadership role in raising funds and developing new projects.

Specific Responsibilities:

Project Development and Implementation

- Work closely with community and municipal organizations and MRP Board committees to identify new project opportunities to expand the path network;
- Complete and promote acquisition of trail easements and land parcels;
- Manage and complete local and state permitting processes;
- Oversee management and maintenance of existing trails, signs, and kiosks including hiring and supervising potential staff or consultants;

Fundraising

- Identify, research and write grant proposals;
- Organize annual spring and year-end appeals with the Fundraising Committee;
- Foster relationships with all current and potential donors;
- Oversee the Mad Dash, including the event coordinator;
- Identify new revenue sources.

Communications & Advocacy

- Act as principal spokesperson regarding MRP’s goals, policies and activities;
- Promote the MRP through articles in quarterly e-newsletters, the Valley Reporter, MRP website blog, Front Porch Forum, and other media;
- Maintain website, Facebook page, Instagram and other social media outlets;
- Serve as the liaison with local and state officials and other Path partners;

- Coordinate events (annual meeting, special events, etc.);
- Participate on committees, commissions, and other bodies that address issues and concerns that are of direct interest to the MRP;
- Actively participate in the MRV Trails Collaborative;
- Maintain MRP trails on the TrailFinder.org platform and any physical maps.

Administration

- Prepare all materials for the bi-monthly Board meetings and distribute to the Board prior to meetings;
- Provide updates to the Executive Committee in months the Board does not meet;
- Prepare and manage the annual budget, project budgets, and bi-monthly budget reports with the Treasurer and Finance Committee;
- Review all data entry and financial transactions;
- Manage organizational email and files to ensure important documents are organized and saved.

Additional Information:

- The Executive Director reports to the Board President.
- The Executive Director shall attend the bi-monthly Board meetings and sub-committee meetings as needed.
- The Executive Director will attend some night meetings to represent the MRP.
- Candidates do not necessarily need to possess all of the listed skills within this job description, but they should be able to effectively delegate tasks and coordinate volunteers or consultants as needed.
- Hours worked per week will vary seasonally at an average of 20 hours per week.
- The salary range is between \$25-30 depending on experience.

To apply, please send a letter of interest and resume to Mac Rood, Board President, at rood@madriver.com. Qualified applicants will be invited for an interview on a rolling basis.

The Mad River Path Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.