



Idaho Trails Association | P.O. Box 165 | Boise, Idaho 83701
www.idahotrailsassociation.org

Idaho Trails Association Seeking Executive Director

In existence since 2010, Idaho Trails Association (ITA) helps to maintain our state's incredible, invaluable heritage trail system with a focus on non-motorized hiking trails. ITA is a non-profit organization under IRS 501(c)(3). Since our founding, we have trained hundreds of volunteers to remove logs, trim brush, and restore trail treads. Volunteers build bridges, provide safe access through marshes, and remove large rocks to keep trails clear for hikers and pack animals. Foot by foot, tree by tree, rock by rock, Idaho Trails Association works with citizens, companies, organizations and government agencies to preserve Idaho's durable but delicate trail system through stewardship, development, and advocacy.

Idaho Trails Association is seeking a full-time Executive Director. The chosen candidate will lead ITA into its second decade of promoting the conservation and enjoyment of Idaho's backcountry on foot. Working collaboratively with the Board of Directors and ITA staff, this position will focus on seven main responsibilities: strategic vision and plan implementation, fund development, financial and organizational management, operational management, staff management, board development and management, and external relations, partnerships, and advocacy. This position requires a strong leader with vision leadership and organization to drive ITA to meet the goals of the strategic plan. This job will be home-based and will report to the Board of Directors. This position covers all of Idaho.

Strategic Vision and Plan Implementation – The Executive Director will build a sense of shared vision and purpose with the staff and Board of Directors to achieve the objectives of ITA's five-year Strategic Plan and beyond. Working closely with the Board and staff, the ED is responsible for developing a long-term funding plan to ensure ITA achieves its goals. In collaboration with the staff, the ED will develop an annual organizational Work Plan that guides implementation of the Strategic Plan.

Fund Development – Working with the Board and the Communications and Outreach Specialist, the ED will raise the funds necessary to implement the Strategic Plan, develop and grow a diversified revenue base, strengthen relationships with donors and funders, and forge new funding relationships. The ED will build and maintain a portfolio of major and planned giving donors prioritizing personal contact on a regular basis.

Financial and Organizational Management – Working with the Board, the ED will oversee the financial management of ITA and will work to safeguard its long-term viability. The ED will ensure resources are allocated in alignment with ITA's values and goals. The ED will develop various financial and operational reports, such as monthly reports to monitor ITA's performance, annual budgets, annual reports, corporate filings, and reports required by ITA's stakeholders and grantors. The ED will guide the growth of ITA's organizational infrastructure that supports successful execution of its mission.

Operational Management – Working with the Trails Program Director, the ED will oversee safety and operations including decisions on seasonal trail work to be completed according to partner needs and agreements, asset acquisition and preparation, adequate sourcing of volunteers and other areas to ensure all aspects of ITA's mission of trail maintenance, advocacy, and training volunteers is accomplished. The ED will serve as the senior contact and interface with partner organizations including the US Forest Service and Bureau of Land Management.

Staff Management – The ED will be responsible for leading, developing and retaining a collaborative, high-functioning team of directors and staff. The ED must model excellent communication and teamwork, foster innovation and creativity, hold staff accountable to high performance standards and nurture a work environment based on mutual respect, integrity, and values of ITA. Currently the ED has two direct reports including a Communications and Outreach Specialist and a Trails Program Manager. The ED is responsible for annual reviews of staff.

Board Development and Management – The ED will advise and support the Board and strive to recruit and build a strong Board of Directors to govern the organization. ITA has an actively engaged Board and the ED must foster strong working relationships with members of diverse backgrounds and concerns. The ED will partner with the Board to develop new ideas and tactics to achieve ITA’s mission.

External Relations, Partnerships, and Advocacy – The ED will establish and deepen working relationships across a broad spectrum of constituencies, stakeholder groups and volunteers to foster partnerships at all levels to ensure ITA reaches its goals. The ED will passionately and confidently engage with major donors, volunteers, partner organizations, policymakers, media and other influencers about the organization’s work. The ED will represent ITA within regional and state recreation, stewardship and conservation communities and political arenas. The ED will strive to strengthen ITA’s position as Idaho’s leading trails organization.

Professional qualifications – The competitive candidate will possess proven experience leading a growing organization or program of similar size, preferably in a nonprofit setting. The candidate should demonstrate experience in leadership, staff management and development, organizational development, financial management, partnership development, solicitation of major gifts, strategic planning as well as community and public relations. Experience, skills and other qualifications include:

- Demonstrate personal alignment with and passion for ITA’s mission and values
- Integrity, transparency, positive attitude and sensitivity to the needs of the staff, Board of Directors, members, and volunteers
- Passionate and persuasive communicator with outstanding interpersonal skills
- Aptitude for managing the complexity of ITA with multiple funding sources, strategic alliances, partnerships, and members
- Ability to engage and work with multiple stakeholders at all organizational levels, internally and externally
- Track record of effectively leading a performance and outcomes-based program or organization
- Experience managing a trails stewardship program in wilderness or recommended wilderness and working in partnership with the US Forest Service
- Experience in traditional tool use in a wilderness setting
- Ability to maintain an organizational culture that attracts, retains, and motivates staff, membership and donors
- Ability to communicate with people of diverse races, gender, abilities and economic background
- Experience and comfort in public speaking in a variety of settings
- Ability to work independently and manage a varying work week schedule
- A love for Idaho trails!

This position will require travel throughout Idaho and evening and weekend commitments. Start date is January 4, 2021. This is a full time, exempt employee position. Salary range starts at \$48,000 per year and will be commensurate with experience. Compensation includes paid vacation, paid holidays and stipend to assist with private health insurance.

To Apply – Please submit a cover letter, resume and contact information for three references in a single PDF to jobs@idahotrailsassociation.org with subject line as “Executive Director” no later than September 18, 2020.