



Adirondack Trail Improvement Society
Executive Director
OPPORTUNITY STATEMENT

A.T.I.S.

THE OPPORTUNITY

The Adirondack Trail Improvement Society (ATIS) Board of Directors seeks a new Executive Director, with the possibility of a merged position with the Junior Program Director or Trail Crew Director. The mission of ATIS is to inspire responsible stewardship and facilitate healthy enjoyment of wild lands, and to support individuals to develop the skills and qualities necessary to thrive in the natural world and beyond. The mission is accomplished via educational and recreational programs for youth (“ATIS Junior Program”) and adults (“ATIS Adult Program”), and the maintenance and enhancement of public hiking trails (“ATIS Trail Crew”) in the vicinity of Keene Valley, New York.

A youth-focused, environmentally conscious, and community-oriented leader, the next Executive Director will possess the sophistication and experience to balance a multi-faceted agenda while “wearing multiple hats.” This includes the continued attraction of families to high-quality programs, overseeing major trail infrastructure projects, fostering ongoing implementation of outdoor recreation standards for youth, safeguarding the physical and emotional well-being of youth participants and staff, and championing initiatives to engage a broader base of future protectors of the High Peaks. In alignment with our mission, the Executive Director will engage generously with members, families, staff, partner organizations (such as the Adirondack Mountain Reserve/ AMR and the New York State Department of Conservation/ DEC), and local community organizations, forging enduring connections that sustain our more than 125 year old legacy and ensure our organization remains responsive to the evolving needs of today's youth and surging trails usage.





IDEAL EXPERIENCE

The Executive Director will possess expertise and integrity, alongside extensive leadership skills, to effectively steward the organization's assets, foster a strong sense of community, communicate with passion and clarity, and thoughtfully embrace modernization while preserving tradition and values. Additionally, they will bring joy, empathy, and curiosity essential for leading an organization of talented and dedicated staff, counselors, and trail crew; enthusiastic participants; and devoted supporters.

The Search Committee seeks an individual with a demonstrated ability to:

- Provide vision and strategic leadership to advance the mission of the organization.
- Embrace the enduring values of outdoor recreation and trail preservation, and effectively convey its significance to various stakeholders and partners including the AMR & NYS DEC.
- Engage with staff and earn their trust through hands-on participation in programs and a dedication to program excellence, exceptional mentoring, and foundational support for the mission.
- Cultivate collaborative, trusting relationships with participants, staff, families, stakeholders, and supporters.
- Be the face, embodiment, and spokesperson for ATIS for all.
- Garner financial support for the organization's endeavors, establishing and nurturing relationships while possessing the storytelling abilities to inspire partners and donors.
- Prudently steward financial and physical resources, always prioritizing the best interests of the organization.
- Bring adaptability, energy, and enthusiasm in managing the demands of a multi-faceted role.

JOB RESPONSIBILITIES

Strategic Leadership:

- Develop and articulate a clear vision and strategic direction for the organization in collaboration with the Board of Directors. Lead the implementation of strategic plans and initiatives to advance the organization's mission and objectives.

Operational Management:

- Oversee and manage the day-to-day operations of the organization, ensuring efficient and effective use of resources.

Program Development and Evaluation:

- Oversee the implementation and evaluation of the Trail Crew and Jr Program aligned with the organization's mission and strategic priorities. Ensure program quality, effectiveness, and impact through ongoing monitoring and evaluation.
- Ensure compliance with applicable regulations and standards governing organizations engaging youth and adults in outdoor recreation activities as well as trail maintenance.
- Stay informed about trends, developments, and best practices in the field of outdoor recreation, trail maintenance, nonprofit management, summer camps, and youth development.

Staff Management:

- Hire, train, and supervise program directors for the Jr Program and trail maintenance crew.
- Establish safety standards, provide feedback, conduct regular evaluations, and foster a positive work environment.
- In collaboration with the program directors, oversee the recruitment of seasonal trail crew workers and counselor staff based on program needs and budget.
- Provide leadership, coaching, and development opportunities for staff, fostering a culture of teamwork, growth, and excellence.

Board Governance and Relations:

- Support the Board of Directors in fulfilling its governance responsibilities, including Board orientation and ongoing engagement.
- Facilitate effective communication and collaboration between the Board and staff, providing regular updates on organizational performance, strategic initiatives, and key issues.

Fundraising and Development:

- Lead fundraising efforts, collaborating with the Board and development committee on membership and annual appeals, and exploring new fundraising opportunities.
- Engage with the community to increase awareness and support for the organization.
- Cultivate and steward relationships with donors and funding partners to sustain and grow financial resources for the organization.

Financial Management:

- Develop and manage the organization's annual budget in collaboration with the Board and finance committee.
- Ensure sound financial management practices, including financial planning, monthly and annual reporting, and oversight of financial controls. Record all donations and provide summaries of contributions for effective financial management.

Community Engagement and Advocacy

- Serve as the primary spokesperson and advocate for the organization, effectively communicating its mission, values, and impact to stakeholders, including families, donors, partner organizations, and the broader community. Manage newsletters and other membership communications.
- Build and maintain strategic partnerships with the AMR, community organizations, NYS DEC & government agencies, and other stakeholders to advance the organization's goals and priorities.



QUALIFICATIONS

- Genuine passion for the ATIS mission, and a commitment to making a positive impact on the lives of participants, staff, and communities while strengthening partnerships.
- Minimum of 7+ years of progressively responsible leadership experience in nonprofit management, with demonstrated success in strategic planning, fundraising, program development, and financial management.
- Bachelor's degree in a relevant field such as nonprofit management, business administration, public administration, education, or a related discipline.
- Experience working in outdoor recreation, trail maintenance, summer camps, youth development, environmental conservation, or a related field.
- Seasoned people manager with a proven track record of coaching and developing staff, fostering a positive organizational culture, and achieving measurable results.
- Experience in cultivating and stewarding relationships with donors and funding partners, as well as developing and implementing fundraising campaigns and initiatives.
- Exceptional interpersonal and communication skills, with the ability to build relationships and navigate healthy conflict across diverse sets of stakeholders, including staff, Board members, partners, members, donors, and community organizations.
- Knowledge of nonprofit financial management principles and practices, including budgeting, cash flow management, annual reporting, and internal controls.
- Experience working with nonprofit Boards of Directors, including understanding of governance best practices and the role of the Board in providing oversight, guidance, and support to the organization.
- Proficiency in using technology and software applications relevant to nonprofit management, including donation databases, financial management systems, and communication platforms.
- Knowledge of local environmental regulations and government organizations is a plus, but not required.

FLEXIBLE ROLE STRUCTURE

The Search Committee recognizes the importance of flexibility in meeting the diverse needs of our organization and community. As such, we are open to structuring the Executive Director role in various configurations to best align with the organization's operational requirements and the availability of qualified candidates. The following options represent potential configurations that the Search Committee is considering:

Part-Time Executive Director

- A part-time Executive Director role from September to April, transitioning to a full-time role from May to August to oversee the organization's peak summer season.
- Management of 2 salaried, part-time program Directors: 1) [part-time Jr Program Director](#) and 2) [part-time Trail Crew Director](#).

Full-Time Executive Director with Merged Jr Program Director Responsibilities

- A full-time Executive Director role encompassing the combined responsibilities of the part-time Executive Director and the [part-time Jr Program Director](#) positions.
- Management of 1 salaried, [part-time Trail Crew Director](#) to oversee trail maintenance initiatives and ~10 seasonal trail crew staff.

Full-Time Executive Director with Merged Trail Crew Director Responsibilities

- A full-time Executive Director role encompassing the combined responsibilities of the part-time Executive Director and the [part-time Trail Crew Director](#) positions.
- Management of 1 salaried, [part-time Jr Program Director](#) to oversee High Peaks Camp, Leadership Camp, the July/August youth programming and ~20 seasonal counselor staff.

The Search Committee invites candidates to express their preferences and availability regarding these potential role configurations during the application process. We are committed to selecting the structure that best meets the needs of the organization and ensures the successful fulfillment of our mission and objectives.

The Executive Director role is based in Keene Valley, NY during the peak season. The salary range for this role is \$27,500-\$65,000 per year depending on role configuration.





SEARCH PROCESS

The Adirondack Trail Improvement Society is an equal opportunity employer and encourages candidates from all backgrounds to apply. ATIS makes employment decisions based on merit, qualifications, and competence. ATIS prohibits discrimination based on race, color, creed, gender (including transgender, gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, genetic information, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

Interested candidates should submit a resume, cover letter, three professional references and any supporting materials to the following email address: EDsearch@atistrail.org.



ABOUT THE ADIRONDACK TRAIL IMPROVEMENT SOCIETY

The Adirondack Trail Improvement Society was founded in 1897 to ensure regular maintenance of the trails in the St. Huberts and Ausable Lakes area. Later, the organization began hiring trail counselors to lead hiking and camping trips, thus expanding its mission to include education on the proper use and enjoyment of the Adirondack wilderness.

Today, this non-profit membership organization hires both a seasonal trail crew and a counselor staff. The trail crew maintains over 100 miles of public hiking trails during a season that runs from May to August. In June, the trained counselor staff conducts High Peaks Camp, a two-week residential wilderness camping program for 18 children aged 12-15, as well as Leadership Camp which is an 11 day wilderness excursion for children aged 14-17. During July and August, the same staff supervises daily and overnight hiking, rock climbing, nature exploration, and canoeing trips. There is also a separate schedule of volunteer-led adult trips. In recent years, the organization has introduced more youth to the outdoors through a partnership with the Albany chapter of Girls, Inc. and the Keene Youth Commission.

ATIS enjoys a special partnership status and some shared objectives with the Adirondack Mountain Reserve (AMR) / Ausable Club, but ATIS is an independent separate organization that welcomes AMR members and non-AMR members. ATIS also partners with the NYS Department of Environmental Conservation (DEC). ATIS is a 501(c)(3) non-profit organization, which is open to all who share the society's goals and ideals. Please see www.atistrail.org for more information.





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