

Position Scope

Report to the Chairperson and Executive Committee. The Executive Director is responsible for executing the organization's overall mission and operation.

Position Description

General Duties include but not limited to:

- Work with the Board of Directors to establish strategic planning to ensure the success of the Trust's mission.
- Be available to the Chairperson for ad hoc assignments designed to promote the mission of the Trust.
- Achieve annual financial budgets. Manage the budget in consultation with the Chairperson with a goal to early report potential variances.
- Direct the maintenance of accurate financial records and issue timely reporting of that information as appropriate.
- Serve as the key external voice and representative of Vineyard Trust, demonstrating an exceptional and compelling articulation of the organization's work.
- Manage the Trust toward ambitious goals using data-driven decision making to monitor and address potential problems, improve performance and increase sustainability.
- Set and meet annual fundraising targets to support the mission of Vineyard Trust.
- Enthusiastically plan and gain approval for all fundraising activity required to sustain the organization's budget requirements and support the mission of the Trust.
- Grow a sustainable, diversified local funding base (e.g., individuals, corporations, foundations, public funding, etc.).
- Work collaboratively with other island organizations and the public to promote meaningful Public Relations on behalf of the Trust.
- Develop and maintain written policies, practices, procedures and systems to guide the organization as an employer of choice.

- Foster a highly effective work culture with strong leadership development to all staff through mentoring and feedback.
- Planning, directing, supervising of staff, contractors and daily operations of the Trust.
- Maintain a schedule to physically visit each property to keep first hand knowledge of each.
- Oversee Trust facilities maintenance, construction projects and security needs.
- Manage for-profit component of the Trust (e.g., property management, tenant engagement).
- Assure the security of archives and/or pertinent historic records of the Trust.