



Executive Director
(Part Time)

Radnor Conservancy

The Radnor Conservancy is a small environmental nonprofit located in Radnor, PA.

The mission of the Radnor Conservancy is to preserve and enhance Radnor's open space and natural assets through engagement with and education of our community in sustainable environmental stewardship.

To learn more about the Conservancy, please visit www.radnorconservancy.org

Overview of the position

As the key spokesperson, the Executive Director will work with the Radnor Conservancy's Board of Directors to realize the vision for the organization's growth and development, assure the organization's financial viability, and build collaborative relationships in the community.

The Executive Director is responsible for developing environmental educational programs, fundraising, event planning, managing the publication of the annual newsletter, maintaining knowledge of Radnor's trail projects and other Township issues that impact the environment, and partnering with community organizations to further the organization's mission.

For consideration, candidates will have demonstrated experience in the following:

- Working with nonprofit organizations
- Fundraising (individual and corporate)
- Event Planning
- Relationship Building
- Strong writing and presentation skills
- Strong organizational and administrative skills
- Database management and gift recognition
- Managing social media platforms and Constant Contact Marketing
- Environmental studies, ecology, or land management background a plus

The next Executive Director will have a demonstrated passion for our mission, and will need to support the organization's board and committees. The ideal candidate will have knowledge of nonprofit board governance best practices and be a self motivated individual with an ability to work independently.

The Executive Director position is part-time (20 hours per week) and the ED is currently the sole employee of the organization. The schedule is flexible but will require bimonthly evening board meetings, some evening committee and Radnor Township sub-committee meetings (EAC or Shade Tree Commission), and weekend programs/events.

Compensation: We are considering candidates at an annual salary of \$29,000 for 20 hours a week.

Please submit your Resume and Letter of Interest to: info@radnorconservancy.org
Applications will be accepted until April 29, 2023.