

September 1, 2023



## Job Description: Director

<b>Position Title</b>	Director of Nonprofit Tree Planting Organization	<b>Job Classification</b>	Full time
<b>Organization</b>	Stream Link Education	<b>Website</b>	www.streamlinkeducation.org
<b>Direct Supervisor</b>	Janice Wiles	<b>Supervisor Contact</b>	janice.wiles@gmail.com

### Organization mission

Stream Link Education (Stream Link, SLE) is a non-profit organization located in Frederick County, MD. The mission of Stream-Link is to connect community to conservation through educational volunteer tree-planting experiences to improve water quality in our local streams.

Each year, with help from hundreds of volunteers, thousands of trees are planted in riparian zones, the land that extends from the bank of a stream. Planting trees next to streams establishes a forest buffer, which has a tremendous number of benefits.

Stream Link organizes tree planting events each Spring and Fall season and conducts maintenance to each of our reforestation sites for at least 3-5 years. We guarantee at least an 85% tree survival rate and are hard at work during the "off-season" to ensure healthy trees and that supplies are ready for the next planting season. Programs include community tree-planting events, corporate tree-planting events, Tree Teams (forest maintenance volunteer program), and Nursery Teams (nursery volunteer program)

### Position

We are seeking a passionate and dynamic individual. As the Director, you will play a crucial role in overseeing the fundraising efforts, administration, programs, and strategic plans of the organization.

### Responsibilities

- Provide strategic leadership and vision for the organization's programs and initiatives.
- Oversee the planning, organization, and execution of volunteer events for tree planting, nursery work, and maintenance.
- Develop and implement strategies for fundraising, grant writing, and donor engagement to ensure the financial sustainability of the organization.
- Lead marketing efforts to raise awareness of the organization's mission and increase community engagement.
- Foster partnerships with local businesses, government agencies, and community organizations to enhance the impact of our tree-planting initiatives.
- Manage and support a team of volunteers, providing guidance, mentorship, and motivation.
- Monitor and evaluate the effectiveness of programs, making data-driven decisions to improve outcomes.

### Skills & Qualifications

- Bachelor's degree in a related field (e.g., Environmental Science, Nonprofit Management, Conservation).
- Proven experience in nonprofit management, including program development, fundraising, and team leadership.
- Demonstrated success in grant writing, fundraising, and donor relations.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Proficiency in using technology for remote and virtual work.
- Flexibility to work from home and attend events and tree-planting sites throughout Frederick County, Maryland.

## Benefits

- Competitive salary based on experience; range between \$50,000-\$60,000
- Flexible work arrangements.
- Opportunity to make an impact on the environment and local community.
- Professional development and growth opportunities.

## Schedule

Must be available on 5 Saturdays in the Spring and 5 Saturdays in the Fall seasons for tree-planting events. Otherwise, the Director sets their own schedule.

## Training and Supervision

The Director will thrive in an environment that encourages individual initiative and self-motivation. While this role is largely self-driven, we foster a collaborative atmosphere to ensure your success.

Training:

- Access to resources, documentation, and relevant materials will be provided to empower you to excel in your responsibilities.
- While formal training will be limited, ongoing learning opportunities, workshops, and conferences related to nonprofit management, environmental conservation, and leadership will be encouraged.

Supervision:

- While the Director role embraces autonomy, you will have check-ins to discuss progress, share insights, and align strategies.
- You will be responsible for setting and evaluating your own performance goals, with the understanding that achieving these goals contributes to the organization's overall success.

Self-Motivated Environment:

- The nature of our work requires a strong sense of self-motivation and proactive problem-solving.
- As a self-starter, you will have the flexibility to manage your work schedule and prioritize tasks to meet deadlines and achieve desired outcomes.
- Your ability to take initiative, identify opportunities, and drive projects forward will be instrumental in achieving our tree planting and community engagement objectives.

Collaboration and Communication:

- Communication with the Founder, Board, volunteers, and partners will be essential to keep everyone informed and engaged.
- Open lines of communication with colleagues will provide opportunities to share successes, seek advice, and collaborate on key initiatives.

Your drive, dedication, and ability to work independently while fostering collaboration will make a significant impact on our organization's growth and the community we serve.

## To Apply

If you are a dedicated leader with a passion for environmental conservation and volunteer engagement, we invite you to apply for this rewarding Director position. To apply, please submit your resume, cover letter, and references to [lisa.streamlink@gmail.com](mailto:lisa.streamlink@gmail.com)

We look forward to reviewing your application and welcoming a new member to our committed team dedicated to planting trees and fostering a greener future for Frederick County, Maryland.

**Stream Link Education**

**PO Box 340, Walkersville, MD 21793**

**[WWW.STREAMLINKEDUCATION.ORG](http://WWW.STREAMLINKEDUCATION.ORG)**