



## ANNOUNCEMENT OF OPEN POSITION

<b>Title of the position:</b>	Director of Trails & Conservation
<b>Location:</b>	Delaware & Lehigh National Heritage Corridor Headquarters 2750 Hugh Moore Park Rd, Easton, PA 18042 (expect a mix of telework and on-site during 2021, and a full return to on-site work when circumstances allow)
<b>Reports to:</b>	Executive Director
<b>Type/Term of employment:</b>	Full-time, exempt, 40 hour week
<b>Compensation:</b>	\$48,000 - \$53,000 annual salary plus benefits
<b>Expected Start Date:</b>	October 2021

**HOW TO APPLY:** Applications are reviewed on a rolling basis and position open until filled. Applications should be submitted at [delawareandlehigh.org/about/team/](http://delawareandlehigh.org/about/team/) under Employment Opportunities.

Delaware and Lehigh National Heritage Corridor helps residents of the Corridor connect with our area's rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historical resources. Through education, conservation, historical preservation, and economic development, we enrich our community now and preserve our environment and history for future generations of residents and visitors.

The Director of Trails & Conservation Department plays a key role in carrying out our mission to connect people to nature, culture, communities, recreation, and our industrial heritage throughout five counties and along over 165 miles of D&L Trail. The work performed may affect long-term sustainability of the D&L Trail and related matters. The work will also impact the programs and plans of numerous communities in the five county National Heritage Corridor region.

The Director of Trails & Conservation reports to the Executive Director and works collaboratively with the Manager of Gifts & Development, Director of Museum & Education as well as the Finance & Personnel Manager and Communications Coordinator.

The Director of Trails & Conservation coordinates outreach to communities located along the D&L Trail using the full package of trail programs and manages the Data Driven Sustainability project. He/she/they supports the mission of the Delaware & Lehigh National Heritage Corridor including our projects and programs, services, leadership and marketing teams with insights gained from analyzing internal and external data.

## Core responsibilities:

The Delaware and Lehigh National Heritage Corridor is seeking an experienced leader and manager that can encourage, motivate, inspire, and challenge the Trails and Conservation department. You must be an excellent communicator and analyzer, capable of effective collaboration and delegation.

- Manage the Trails & Conservation Department by:
  1. Providing effective leadership, management, support, and guidance to the department staff.
  2. Participating in the development of D & L's strategic plans, goals, and objectives, ensuring alignment with the Trails & Conservation department.
  3. Motivating and promoting the development of the department team, through succession planning, coaching, formal and informal training, while consistently recognizing staff achievements.
  4. Demonstrating strong emotional intelligence and interpersonal skills with a proven ability to develop and maintain relationships.
  5. Demonstrating the ability to work independently and cross-functionally and develop relationships with colleagues across all departments.
- Work with coworkers to prepare grant applications for continued funding of the department's programs and projects under this position; manage awarded grants by tracking the expenses and completing necessary reporting.
- Coordinate trail event and program planning with department staff to amplify public recognition of the D&L Trail and meet the strategic goals of the organization
- Oversee the D&L Ownership Council to ensure a strong relationship with the D&L Trail landowners.
- Serve as staff liaison to the D&L Trail & Conservation Board Committee
- Represent the organization in discussion and meetings with federal, state and local officials and private citizens, at workshops, forums, conferences and training sessions and in discussions with other agency, departmental, and legislative representatives.
- Regularly connect with every-day trail users and members of the surrounding community.
- Manage the overall Data Driven Sustainability program by working directly with team members collecting and analyzing data, interpreting results to improve D&L programs and projects, and communicating findings to D&L, funding agencies, elected officials, partners and the public.
- Make public presentations about the broader D&L Corridor and trail outreach initiatives.
- Other duties as assigned.

## Requirements:

- Bachelor's degree in Natural Resources Management, Parks and Recreation, Sustainable Tourism, Economic Development or related field, or the equivalent work experience.
- 2-4 years leadership and management experience.
- Strong desire to connect and build relationships with trail users and community members
- Excellent organizational skills and the ability to manage multiple, complex projects.
- Strong problem-solving skills with an emphasis on product development.
- Ability to work cooperatively with coworkers and a wide range of stakeholders and partners.
- Excellent communication skills, including oral and written reports and public presentations that are relevant, meaningful and concise in addition to being grammatically correct and mathematically accurate.
- A passion for working with partners and stakeholders to drive results with their data-based insights.
- Technical knowledge including intermediate database management and ArcGIS Desktop and Online knowledge is required; basic knowledge of ArcGIS Server administration is preferred; intermediate knowledge of MS Word, Excel, Outlook, and Adobe Creative Suite competency required.
- Willingness and ability to adapt to changing circumstances and master new technologies and techniques.
- Valid US Driver's license

**Preferred Qualifications:**

- Frequent user of the D&L Trail
- Master's degree in Planning, Recreation, Natural Resources or related field.
- Experience working with and creating data architectures, using statistical computer languages to manipulate data and draw insights from data sets, and applying advanced statistical techniques and concepts.
- Adept at using large data sets to find opportunities for optimization and using models to test the effectiveness of different courses of action.
- CPR, AED, and First Aid certifications

**Physical Demands:** Work requires a variety of physical activity including standing, sitting for long periods of time, walking, hearing, and talking. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. Work may occasionally include kneeling, crouching, and lifting up to 50 pounds. The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Scheduling Requirements:** This is a full-time position during standard days and hours of work. However, the position requires the ability to work some weekends and evenings (especially April to November) to attend partner meetings and support D&L activities and events when the need arises.

**Work Environment:** The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed in a variety of places including an office, off-site meetings, and outdoor environment, at times in high heat/humidity, cold, and precipitation. Field work, some travel and exposure to dust, odors, oil, fumes, and noise is to be expected.

All employees are subject to an annual performance review. All employees are expected to attend staff meetings and the annual full-day staff retreat. All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure.

**Benefits:** Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave and various leaves of absence, health insurance, and 403(b) retirement plan.

**Background:** The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, D&L merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an AAM accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

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*The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*