



Position Title: Executive Director

Organization: Kingdom Trails Association (KTA)

Reports To: Board of Directors

Location: East Burke, Vermont

Salary Range: \$85,000 - \$95,000/year

Employment Status: Full-time, exempt position. Evening and weekend work required during peak trail seasons and community events. This role is primarily on-site, with limited flexibility as appropriate.

Organizational Mission

To provide recreation and education opportunities by managing, maintaining, and building trails to foster the health of our community, surrounding environment, and regional economy.

Position Summary

The Executive Director (ED) is the chief executive and strategic leader of Kingdom Trails Association. The ED is responsible for ensuring that KTA's mission is fulfilled through effective trail stewardship, responsible financial management, strong landowner relationships, and community engagement. This role oversees staff, operations, partnerships, and long-range planning, while serving as the primary liaison between the Board of Directors, landowners, local businesses, regional partners, and trail users.

The Executive Director partners closely with the Kingdom Trails community to implement policies, advance strategic priorities, and ensure organizational sustainability, while retaining responsibility for day-to-day leadership and execution.

The ideal candidate is a collaborative leader with a deep respect for the Northeast Kingdom community, strong communication skills, a commitment to sustainable recreation and outdoor access, and a demonstrated passion for mountain biking, trail-based recreation and outdoor stewardship.

Key Responsibilities

1. Trail Management & Stewardship

- Oversee the strategic direction and operational execution of planning, building, and maintenance of all KTA trails to ensure safety, sustainability, and alignment with organizational standards.
- Coordinate with trail crews, contractors, volunteers, and partner organizations.
- Ensure compliance with environmental regulations and best practices in sustainable trail development.
- Develop and direct long-term trail planning, including expansion, reroutes, and multi-season use opportunities, and accessibility considerations.
- Oversee trail-related risk management, including coordination of insurance coverage, safety protocols, and incident response planning.

2. Financial Leadership & Organizational Management

- Develop, manage, and monitor annual operating and capital budgets in collaboration with the Board.
- Provide clear, transparent financial reporting to the Board and stakeholders.
- Oversee revenue streams including memberships, passes, grants, fundraising, and partnerships.
- Lead and support organizational fundraising and development efforts, including donor relationships, grant strategy, and external funding opportunities.
- Ensure strong administrative systems, internal controls, and organizational policies.
- Lead and supervise staff, ensuring a respectful, productive, and mission-driven workplace.

3. Landowner Relations

- Build, maintain, and strengthen positive, trust-based relationships with all landowners.
- Ensure landowner agreements are honored and that communication is proactive, timely, and respectful.
- Serve as the primary point of contact for landowners.
- Work closely with landowners to ensure trail placement and usage reflect community expectations and property rights.

4. Community & Stakeholder Engagement

- Represent Kingdom Trails in community meetings, regional partnerships, and public events.
- Maintain strong relationships with town leaders, local businesses, recreation partners, nonprofit organizations, and the tourism sector.

- Communicate clearly with members and the public through newsletters, social media, and public forums.
- Promote a culture of responsible trail use, education, and environmental stewardship, and inclusive access to recreation.

5. Strategic Planning & Vision

- Work with the Board to establish long-term strategic priorities and ensure organizational growth aligns with the mission.
- Anticipate challenges related to land use, environmental impact, visitor volume, and community expectations, and organizational risk.
- Lead organizational initiatives that enhance sustainability, accessibility, and community benefit.
- Support Board governance by collaborating with the Board Chair and committees, providing timely information, and assisting with policy development and strategic decision-making.

Qualifications

- Proven leadership experience in nonprofit management, mountain biking related outdoor recreation, land management, community development, or related fields.
- Demonstrated success in budget management and financial oversight.
- Strong interpersonal and relationship-building skills, especially with landowners and community partners.
- Experience managing staff, teams, or volunteers.
- Strong communication skills (written, verbal, and public-facing).
- Understanding of sustainable trail building, natural resource management, or outdoor recreation is preferred.
- Ability to work collaboratively with a Board of Directors.
- Commitment to Kingdom Trails' mission and the Northeast Kingdom community.

To apply: submit a resume and cover letter to kingdomtrailsjobs@gmail.com by 3/23/26