



Building and Maintaining Trails in Chittenden County since 2001

Programs Director Position

About Fellowship of the Wheel

Fellowship of the Wheel (FOTW) is a non-profit that advocates for and maintains 120+ miles (8 networks in 7 towns) of public multi-use trails in Chittenden County, VT. We work with private and municipal landowners to create responsibly-built, sustainable trails for the greater community to enjoy their surrounding environment through multi-use recreation. FOTW completes over 3500 hours of trail work each season, through the direction of the Trail Crew, including over 1000 hours of volunteer commitment. Funding is sourced through financial donations from local businesses, partnerships with similar organizations, grants, fundraisers, and membership dues. By advocating for outdoor recreation opportunities, building with the most sustainable practices, and educating the community, we are able to provide people of all ages and fitness levels a chance to appreciate their environment. Trails access beautiful scenery and historic sites, link towns, and bring community volunteers together. It is our hope that this will inspire people to care about their environment in such a way that they make conscious decisions to protect it.

This is a part-time position budgeted for approximately 1,000 hours annually (hours will flex depending on seasonality), with the ability to work from home. This position has the opportunity to grow for the right person in subsequent years. The proposed 2018 hours are:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
45	55	80	105	105	105	105	105	90	85	65	55	1,000

The Programs Director will:

- Report to the Executive Committee (President, Vice President, Secretary, and Treasurer) and support the following Board Committees:
 - For the Sponsorship Committee, the Programs Director will lead:
 - Fundraising activities at FOTW events
 - Building corporate partnerships and generate corporate asks
 - Seeking out and writing grants
 - For the Membership Committee, the Programs Director will:
 - Serve as the point of contact for membership sales at events
 - Motivate and grow membership participation
 - For the Events Committee, the Programs Director will:
 - Serve as the point of contact and oversee logistics at all FOTW events
 - For the Communications Committee, the Programs Director will:
 - Serve as the primary point of contact and manage internal Board and external membership communications
 - Manage website updates
 - Provide support at monthly Board of Directors meetings
 - For the Trails Committee, the Programs Director will:



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- Together with the Trail Director, serve as an advocate for FOTW by working closely with Towns and Land Managers
- Lead projects as assigned
- For the Executive Committee, the Programs Director will:
 - Serve as the point of contact with VMBA and will work closely to support both VMBA and FOTW goals
 - Lead projects as assigned
- Manage FOTW's brand building by:
 - Maintaining all social media accounts
 - Overseeing content creation and messaging for blog and other FOTW communications
- Support FOTW's financial and compliance requirements by:
 - Working with Treasurer to ensure organization is compliant with 501(c)3 nonprofit status
 - Assisting in the budgeting process, and perform year-end and other financial reporting
- Manage institutional knowledge base by:
 - Overseeing and managing day-to-day operations (general inquiries, checking PO box, receipts and deposits)
 - Maintaining Google drive and other databases

Required skills and qualifications to be considered:

- Being aligned with FOTW's mission and values
- Having an understanding of outdoor recreation challenges and advocacy
- Being highly proficient with content creation in the Microsoft Office Suite (Word, Excel, PowerPoint), Google applications, WordPress, and social media platforms (Facebook, Instagram)
- Having strong problem solving skills and having the ability to think quickly on his/her/their feet
- Having strong written and verbal communication and listening skills
- Demonstrating strong public speaking skills and having the desire to interface with the public

Highly desirable skills and experience include:

- Having at least 5 years of sales, grant writing, and non-profit administration experience, or a combination of education and experience from which comparable knowledge and skills were acquired
- Understanding sustainable land and trail management practices
- Having a reliable vehicle, the willingness to travel throughout Vermont, and spending time outdoors in varying weather conditions

Please submit a cover letter and resume to fotwsponsorship@gmail.com by no later than Friday, March 2, 2018.

Fellowship of the Wheel is an Equal Opportunity Employer.