



Executive Director

Salary: \$110,000-\$125,000,
based on qualifications and experience

POSITION SUMMARY

Founded in 2003, Saratoga PLAN (Preserving Land and Nature) is dedicated to preserving the rural character, natural habitats and resources, and scenic beauty of the Saratoga County region and the Southern Adirondack foothills. As a Land Trust Alliance accredited land trust, PLAN has helped protect over 14,000 acres of farmland, woodlands, watercourses, wetlands and open space. The non-profit organization maintains 13 preserves with more than 30 miles of hiking trails and has protected over 33 active farms. PLAN maintains key partnerships with multiple organizations aimed at expanding and accelerating conservation activities, creating awareness, and offering a range of educational programs.

Saratoga PLAN is seeking a leader who is passionate about land conservation to join the organization and serve as its Executive Director. The Executive Director will coordinate and oversee all land trust operations and provide leadership and staff supervision to support the achievement of PLAN's mission and strategic vision.

The Executive Director will work closely with the Board of Directors to review and develop short-term strategies and long-term strategic goals, ensure the financial health of the organization, carry out the organization's 2025-2030 Strategic Plan, and will monitor and report progress to the Board and standing committees on a regular basis. The Executive Director will oversee the day-to-day activities of the organization and the management of the organization's office, budget, staff and properties, as well as its land acquisition, community outreach and fundraising activities. As the principal spokesperson of PLAN, the Executive Director must display the highest standards of professionalism, cooperation, and integrity and maintain positive relationships with landowners, supporters, members of the community, and conservation partners.

Mission - Saratoga PLAN stewards and protects farms, forests, and waters of the Saratoga region and the southern Adirondack foothills - now and forever.

Vision - Saratoga PLAN envisions a future where all benefit from connected and protected working farms, healthy forests, clean air and water, and thriving wildlife. Through conservation and thoughtful growth, the Saratoga region will remain a great place to live, work, visit, and play.

KEY RESPONSIBILITIES

Leadership and Strategy

- Provide direction, set priorities, and implement short and long-term strategies to carry out PLAN's mission and guide future growth.
- Work collaboratively with the Board of Directors, keeping them informed and receiving feedback and council on a regular basis.
- Mobilize and proactively develop a diverse, effective and unified team of land protection, stewardship, development, communications and administrative specialists, ensuring all work follows Land Trust Alliance (LTA) standards and practices.

Land Conservation

- Oversee and supervise the organization's core programs, including the acquisition, stewardship and restoration of natural and working lands, and to expand land conservation and preservation throughout the county and the region.
- Collaborate with partners (donors, grantors, community stakeholders, public or private organizations, landowners, etc.) to expand opportunities for land conservation.

Fundraising and Finance

- Cultivate donors and oversee an effective development strategy (campaigns, grants, major gifts, and events) to support and grow the organization's programs and staffing.
- Manage budgets and ensure financial stability, developing specific strategies to grow stewardship and sustainable funds for operations.

Management and Operations

- Hire, supervise, evaluate, and train staff members.
- Provide guidance and direction to PLAN staff in carrying out job responsibilities.

- Nurture a collaborative work environment with opportunities for professional advancement and development.
- Manage day-to-day operations and ensure compliance with business policies and reporting as well as legal and financial standards, including preparation of annual report, monthly financial reports, annual budgets, and cash-flow estimates; development of policies and strategic plans; and the management of investments. Maintain state and federal non-profit status and LTA accreditation.

Partnerships and Strategic Alliances

- Represent the organization externally, build strong relationships with landowners, donors, partners, government, and the community, and oversee communications activities.
- Identify opportunities to grow and expand PLAN's reach and impact in collaborating with existing and new strategic partners.
- Utilize unique events to highlight programs, land and farm donations or easements, and build a conservation-minded constituency.

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated passion for land conservation, natural habitats and biodiversity.
- Proven experience in fundraising, non-profit or private business management, and organization leadership.
- Strong relationship-building, networking, and communication skills across a diverse range of stakeholders.
- Knowledge and experience with land preservation and stewardship activities preferred. Experience with land conservation transactions, real estate, or rural landscapes is a plus.
- Successful experience managing staff and working closely with a Board of Directors.
- Ability to balance mission-driven work with business realities (budgets, operations).
- Demonstrated sound financial management and knowledge.
- Strong public speaking, presentation and workshop skills.

Education:

Bachelor's Degree required.

Compensation:

Saratoga PLAN offers a competitive salary range of \$110,000 - \$125,000 commensurate with experience and qualifications, and benefits including medical, dental and retirement.

Location:

Office in Saratoga Springs, New York and field work throughout Saratoga County, with some travel throughout New York and beyond. Weekend work is occasionally required. Valid driver's license and personal vehicle required; mileage reimbursed.

Required documents needed to apply:

Cover Letter

Resume

List of Three Professional References

To apply: Please email above documents to executivesearch@saratogaplan.org with subject "Executive Director."

Hiring timeline:

- Applications accepted until March 15, 2026
- Possible start date as early as May 15, 2026

Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.