



Executive Director

POSITION OVERVIEW

Hastings Prince Edward Land Trust (HPELT) is seeking an exceptional leader with a passion for nature conservation to guide the organization into its next chapter. This newly created position offers a rare opportunity to shape the future of a growing land trust while building a rewarding career within Ontario's collaborative conservation community.

Reporting to the Board of Directors, the Executive Director will provide strategic leadership, operational management, and financial oversight to advance HPELT's mission. The Executive Director will lead the transformation of HPELT from a volunteer-led organization to a highly effective regional conservation organization, building the staff, programs, partnerships, and financial capacity needed to achieve lasting conservation impact.

Working closely with the Board, volunteers, donors, Indigenous communities, government agencies, conservation partners, and local communities, the Executive Director will lead land securement, stewardship, fundraising, and community engagement initiatives that permanently protect ecologically significant lands throughout Hastings and Prince Edward Counties.

As the organization's primary spokesperson, the Executive Director will inspire others to help realize a future where nature is permanently protected for the benefit of wildlife and people. This position will appeal to either an emerging conservation leader ready to take the next step in their career or an experienced executive seeking the opportunity to build a lasting conservation legacy. The successful candidate will reside in, or have strong ties to, Hastings or Prince Edward County.

ABOUT HASTINGS PRINCE EDWARD LAND TRUST

Founded in 1997, the Hastings Prince Edward Land Trust is a registered charity dedicated to permanently protecting ecologically significant lands through acquisition, conservation easements, and long-term stewardship.

HPELT has protected more than 2,500 acres of forests, wetlands, shorelines, alvars, and other important natural habitats, helping conserve biodiversity while creating lasting benefits for present and future generations.

KEY RESPONSIBILITIES

Strategic Leadership

- Lead implementation of the organization's strategic plan and annual operating plans.
- Identify emerging opportunities, trends, and challenges affecting biodiversity conservation and land trusts.
- Foster a culture of collaboration, innovation, accountability, and continuous improvement.
- Build organizational capacity to support long-term growth and conservation impact.

Land Conservation and Stewardship

- Identify and evaluate high-priority conservation opportunities in collaboration with the Board, partners, volunteers, and community members.
- Lead all aspects of land acquisition and conservation easement projects from initial landowner discussions through closing.
- Ensure HPELT properties are stewarded according to recognized land trust best practices, including baseline documentation, management planning, monitoring, and enforcement.
- Ensure compliance with legal, insurance, tax, and regulatory requirements related to land ownership and conservation agreements.
- Maintain accurate and permanent records relating to conservation properties and easements.
- Develop innovative approaches to conservation in partnership with other organizations.

Fundraising and Financial Sustainability

- Develop and implement comprehensive fundraising strategies to support operations, stewardship, and land acquisition.
- Build strong relationships with individual donors, foundations, corporations, and government funders.
- Lead fundraising campaigns for priority conservation projects.
- Grow a sustainable and diversified revenue base.

Financial and Risk Management

- Oversee budgeting, financial planning, reporting, and resource allocation.
- Ensure sound financial controls and regulatory compliance.
- Identify organizational risks and implement strategies to minimize and manage them.

Partnerships and Community Engagement

- Build productive relationships with conservation organizations, Indigenous communities, municipalities, provincial and federal governments, businesses, and community organizations.
- Represent HPELT at meetings, conferences, community events, and public forums.
- Advocate for permanent land conservation and the important role of land trusts.

Organizational Leadership

- Recruit, lead, and mentor staff as the organization grows.
- Support an engaged volunteer program.
- Work closely with the Board of Directors to ensure effective governance and strategic decision-making.
- Ensure compliance with applicable legislation, policies, and organizational procedures.

Communications

- Increase HPELT's profile through effective communications, storytelling, media relations, public presentations, and digital engagement.
- Oversee communications across the website, social media, newsletters, print publications, and other outreach activities.

QUALIFICATIONS

The ideal candidate will bring many of the following qualifications:

- Minimum five years of progressive leadership experience in the conservation, environmental, charitable, or nonprofit sector.
- Demonstrated success leading organizational growth or significant strategic initiatives.
- Strong understanding of biodiversity conservation and the land trust sector.

- Experience developing and implementing strategic and operational plans.
- Proven fundraising success with individual donors, foundations, governments, and corporate supporters.
- Strong financial management, budgeting, and organizational planning skills.
- Knowledge of land transactions, conservation easements, and property stewardship is considered a significant asset.
- Experience working with volunteer Boards of Directors and a solid understanding of nonprofit governance.
- Experience building and leading teams, including staff and volunteers.
- Excellent relationship-building, negotiation, and partnership development skills.
- Outstanding written, verbal, presentation, and media communication skills.
- A university degree in a relevant discipline or an equivalent combination of education and experience.

CANDIDATE ATTRIBUTES

The successful candidate will be:

- Passionate about protecting nature and conserving land for future generations.
- A visionary leader who inspires others around a shared purpose.
- Entrepreneurial, innovative, and comfortable building organizations.
- Collaborative and skilled at developing partnerships across diverse communities.
- Politically aware and an effective advocate.
- An exceptional communicator who builds trust and credibility.
- A strategic thinker who balances long-term vision with practical implementation.
- Self-motivated, adaptable, and resilient.
- Committed to integrity, professionalism, and continuous learning.

COMPENSATION

Salary: \$80,000–\$110,000, commensurate with qualifications and experience.

This is a full-time position. Normal work hours are 37.5 per week. The position includes generous paid vacation and paid sick leave. A benefits package and flexible work arrangements may be available.

HOW TO APPLY

Please submit your cover letter and résumé by **August 21, 2026**, to:

hastingsprinceedwardlandtrust@gmail.com.

The Hastings Prince Edward Land Trust is committed to building a diverse and inclusive organization and welcomes applications from all qualified individuals. Accommodation is available throughout the recruitment process upon request.

We thank all applicants for applying. However, we will only contact candidates selected for an interview.