

## Seeking Part-Time Executive Director

### THE OPPORTUNITY

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The Stone Trust is seeking a creative and strategic leader to guide our organization into the next chapter. We are looking for a dynamic, part-time Executive Director to continue our mission of preserving the art and craft of dry stone walling.

The Executive Director oversees all aspects of The Stone Trust, including fundraising, financial planning, staffing, and program development. As the face of the organization, you will foster a strong and engaged community around dry stone walling.

**Right:** Participants during an Introductory Workshop at our New Hampshire training site.



### OUR IDEAL CANDIDATE

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We seek a strong leader with a track record of successful fundraising, experience in nonprofit administration, financial and budget oversight, and staff supervision. The Executive Director will build and maintain relationships with donors and funders, strategically guide organizational growth, and uphold The Stone Trust's role as the leading educational resource for dry stone walling.

Working closely with the Board of Directors, the Executive Director will turn The Stone Trust's vision into action - setting priorities, aligning resources, and driving long-term success. This is a unique opportunity to shape the organization's future, strengthen its financial foundation, and lead with innovation, collaboration, and a deep respect for the art and craft of dry stone walling.



## KEY RESPONSIBILITIES

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### Fundraising and Revenue Development

- Develop sustainable funding from diverse sources, including government grants, foundations, and individual donors.
- Identify, cultivate, and steward relationships with new and existing donors to strengthen financial support.
- Collaborate with the Board to expand philanthropic and sponsorship opportunities.

### Mission, Strategy, and Programming

- Support staff, instructors, volunteers and site champions in delivering high-quality programming aligned with The Stone Trust's mission.
- Collaborate with the Board of Directors to develop and implement a strategic plan to achieve the organization's long-term vision.
- Collaborate with the Board to expand philanthropic and sponsorship opportunities.

### Organizational Management and Governance

- Oversee business operations, including budgeting, financial management, compliance, technology, and human resources.
- Provide leadership and oversight to staff, site champions, instructors, and contractors.
- Support the effective and efficient operations of the Board of Directors and its committees.
- Establish and uphold policies and programs that align with The Stone Trust's mission and values.

### Staff, Volunteer, and Contract Leadership

- Lead, mentor, and support a mission-driven team of staff and volunteers.
- Foster a culture that values professional development, collaboration, and internal leadership growth.
- Develop strategies to engage, recognize, and support site champions, instructors, staff, volunteers, and members.
- Champion diversity, equity, and inclusion as a core value of the organization.

### Community Partnerships

- Build and strengthen partnerships with local, regional, and national organizations to advance The Stone Trust's mission.
- Cultivate trust and collaboration with community and industry partners.
- Represent The Stone Trust at events, conferences, and media engagements, serving as a key spokesperson.





The Search Committee is looking for candidates who can demonstrate core competencies in the following areas:

### Strategic Vision & Leadership

Ability to execute a strategic plan, align operations with The Stone Trust's mission, and guide the organization's growth.

### Communication & Relationship Building

Strong written and verbal communication, ability to cultivate partnerships and inspire teams.

### Fundraising & Development

Experience securing funding through grants, individual donations, and sponsorships.

### Organizational & Human Resource Management

Creating policies, recruiting and managing staff, and ensuring a supportive work environment. Ensure compliance with HR and non-profit policies and best practices.

### Adaptability & Resilience

Leading through uncertainty, solving problems with creativity and efficiency.

### Financial & Business Acumen

Experience in budgeting, financial oversight, and resource allocation.

### Technology & Remote Work Management

Proficiency in using digital tools to enhance operations, communication, and program delivery, with a strong ability to lead a dispersed team and integrate technology for collaboration and efficiency.

## SALARY AND BENEFITS

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The Executive Director role is primarily remote but requires periodic travel to the Dummerston, VT area to meet with staff and visit various Stone Trust workshop sites. The Search Committee recognizes the need for flexibility in this role to meet organizational and community needs and can accommodate a schedule ranging from 20 to 32 hours per week.

The base salary range is \$37,500 - \$60,000 per year, depending on experience and agreed-upon hours. Due to the remote nature of this position, benefits may vary based on the selected candidate's location and applicable state laws. While this is a part-time position, there is potential for growth if financial resources become available. The Stone Trust offers a generous time-off policy and a modest stipend for health care.

## SEARCH PROCESS

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Applications will be accepted on a rolling basis with preference given to applications received by June 1st. The search committee will begin reviewing applications in June for an *anticipated start date after September 1st, 2025*. Interested candidates should submit a resume, cover letter, three professional references, and any supporting materials to: [careers@thestonetrust.org](mailto:careers@thestonetrust.org). Incomplete applications will not be considered.

We value diversity in all of its forms and strive to have our employment practices reflect that. As such, we are an equal opportunity workplace and will not discriminate on the basis of disability or other legally protected categories. If an employee has a disability that makes it difficult to perform their job duties, they are encouraged to notify us to discuss reasonable accommodations.



## ABOUT THE STONE TRUST

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The Stone Trust was founded in 2010 with a mission to promote and advance dry stone walling. Frustrated by the acceptance of subpar construction, a group of certified wallers in southern Vermont came together to establish an organization in Dummerston, Vermont, dedicated to education, advocacy, and professional training.

Over the last 15 years The Stone Trust has educated thousands of builders, designers, and owners of dry stone walls on the proper building methods and benefits of dry stone walling techniques. The Stone Trust also facilitates the internationally recognized Dry Stone Walling Association of Great Britain's (DSWA-GB) certification program, which has expanded the number of certified, professional wallers in North America from a few dozen to a few hundred! These efforts have been instrumental in building a workforce that is skilled and knowledgeable in dry stone walling.

Historic restoration projects and new builds have happened that would not have been possible without The Stone Trust's public outreach and advocacy, publishing educational content, and facilitating hands-on workshops and professional certifications.

*The Stone Trust currently has four main program areas:*

### WORKSHOPS

Hands-on training in dry stone walling for beginners to professionals, with a goal of reaching 800 participants in 2025.

### MEMBERSHIP

A vibrant community of wallers, landscape professionals, and enthusiasts who support the mission and benefit from educational resources, networking, and professional development.

### CERTIFICATION

Facilitating the internationally recognized Dry Stone Walling Association of Great Britain (DSWA-GB) certification scheme, ensuring certified professional wallers meet the highest industry standards.

### TOOLS & BOOKS

A curated selection of high-quality tools, equipment, and educational materials to support learning and practice.

Through education, advocacy, and hands-on workshops, The Stone Trust continues to provide the education needed to keep this traditional craft growing and thriving in the modern era.

