



Hudson River Valley Greenway

KEVIN BURKE
Chair
Greenway Conservancy

MEG DOWNEY
Chair
Greenway Council

SCOTT KELLER
Executive Director

Hudson River Valley Greenway Position Description

Position: Executive Director, Hudson River Valley Greenway. Reports to the Chairs of the Boards.

Start Date: Early March 2024

Proposed by: Kevin Burke and Meg Downey, Chairs.

Salary: Commensurate with experience, includes full state benefits including NYS Retirement System, health insurance, paid holidays, generous vacation, personal, and sick leave.

Send cover letter and resumé in strictest confidence to: Meg Downey and Kevin Burke, Chairs
ed4hudsonrivervalleygreenway@gmail.com

Deadline for Applications: There is no formal deadline, however priority will be given to applications received by January 5, 2024.

Job Overview

The Executive Director acts as the lead executive for the staff of the Hudson River Valley Greenway Communities Council and the Greenway Conservancy for the Hudson River Valley, Inc., and reports to the chairs of each board. This individual also serves as Director of the Maurice D. Hinchey Hudson River Valley National Heritage Area (HRVNHA). The Heritage Area Director serves the governing board as the administrator and spokesperson for all programs and activities undertaken on its behalf and reports to the co-chairs of the Heritage Area board.

Major Responsibilities and Job Activities

- Plan, direct, manage and evaluate a variety of programs to carry out the legislative mandate of the Hudson River Valley Greenway to preserve, enhance and develop the world-renowned scenic, natural, historic, cultural and recreational resources of the Hudson River Valley and to emphasize appropriate economic development activities and remain consistent with the tradition of municipal home rule.
- Work closely with communities within 324 municipalities in 14 counties in the Hudson River Valley on planning issues including comprehensive plans, zoning codes, waterfront revitalization, regional planning, Main Street revitalization, corridor development, open space and natural resource protection, agricultural protection, economic development, funding, recreation, trail development, historic preservation, tourism promotion, and other planning issues as identified.
- Key priorities include development of the Hudson River Greenway Trail System, the Greenway Planning Compact, implementation of the Maurice D. Hinchey Hudson River Valley National Heritage Area (HRVNHA) Management Plan, and development of technical and implementation of financial assistance

programs to implement Greenway plans and projects at the request of local governments and organizations; and in coordination with the National Park Service.

- Oversee the Hudson River Valley National Heritage Area.
- Publicly present information about the Greenway and National Heritage Area programs and lead quarterly public meetings.
- Act as liaison for the Greenway and National Heritage Area with various state and federal departments and agencies, including the New York Governor's office, and with elected representatives representing the Greenway and National Heritage Area at the state and national level.
- Administer a variety of grant-making programs.

Organizational Responsibilities

- Prepare an annual work plan and budget; and be responsible for the day-to-day management of the organization.
- Prepare an annual report for the Greenway Council and Conservancy as well as the National Heritage Area board.
- Participate in all meetings of any board committee, including the finance and grant committees.
- Oversee audits and annual filings.
- Recruit, train, supervise, and evaluate staff.

Program Responsibilities

- Develop a draft work-plan of Greenway programs for discussion with the Chairs and board members, and consultation with the Council, including an evaluation of ongoing programs and recommended timelines.

Additional Responsibilities

- Traveling as appropriate to meetings and appointments throughout the 14-county Greenway region as well as to potential meetings in New York City and elsewhere.
- The Executive Director may assume additional responsibilities as identified and requested by the Chairs and Boards of Directors.

Requisite Background

The Executive Director of the Greenway Conservancy for the Hudson River Valley must possess a thorough understanding of the mandate contained in the Greenway Act of 1991 and must be committed to implementing comprehensive, integrated programs designed to fulfill the legislative intent and the vision of the Hudson River Valley Greenway.

Education

- Bachelors degree or equivalent education.

Experience

- Three to five years' experience in development of regional programs.
- A working understanding of state, local, and nonprofit programs in the Hudson River Valley.
- A working knowledge of New York State Government.
- Experience managing federal government programs.
- Demonstrated balanced commitment to conservation and economic development objectives.
- Experience with public speaking and public presentations on complex issues.
- Experience managing budgets and other fiscal issues.

HRVG is committed to creating and maintaining an inclusive, diverse, and equitable workplace. These values not only guide our work; we believe they are essential to fulfilling our mission to improve mandated representation in New York State. HRVG staff share responsibility for creating a more inclusive workplace. Diverse voices and perspectives only strengthen our ability to create transformational change. Candidates from diverse backgrounds are encouraged to apply.

HRVG welcomes candidates regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, domestic violence victim status, or arrest record or criminal conviction history."
