

Executive Director (Part-Time)

Knobstone Hiking Trail Association

Location: Martinsville, IN - hybrid

Status: Part-time (approximately **20–30 hours/week**)

Compensation: \$35,000 annually, with no additional benefits currently

Reports to: President of the Board of Directors

About the Organization

The Knobstone Hiking Trail Association (KHTA) is a nonprofit organization dedicated to completing, preserving, and promoting the Knobstone Hiking Trail—a premier long-distance footpath traversing the Knobstone Escarpment and Norman Uplands of south-central Indiana. Our mission is to create a world-class hiking experience that connects communities, fosters outdoor recreation, and protects Indiana’s natural heritage for future generations.

KHTA works collaboratively with volunteers, land management agencies, and community partners to develop and maintain natural-surface trails primarily designed for foot travel.

Position Overview

The Executive Director supports the Knobstone Hiking Trail Association (KHTA) in advancing its mission to complete, preserve, and promote Indiana’s premier long-distance hiking trail. This role provides administrative leadership, fundraising coordination, and community engagement while maintaining strong relationships with the Board, volunteers, partners, and agencies.

This is a hands-on, part-time, salaried Executive Director position.

Core/Key Responsibilities

Fundraising & Grant Development

- Research and identify grants, sponsorships, and funding sources.
- Prepare proposals and assist the Board in securing funding.
- Manage donor relations and fundraising campaigns.

Public Relations & Communications

- Support PR programs, encourage article submissions, and coordinate outreach to tourism bureaus, media, and partners.
- Manage social media and digital engagement.

Volunteer Coordination & Engagement

- Work with the Volunteer Coordinators to facilitate and support recruitment, motivation, training and organizing of KHTA volunteers

Trail Acquisition & Partnerships

- Assist in negotiating private easements, engage landowners, and collaborate with the Indiana Department of Natural Resources (DNR) toward completion of the 160-mile trail vision.

Administration & Organizational Development

- Maintain records, files, and work with Treasurer on financial tracking.
- Support compliance, policy updates, and board reporting.
- Ensure professional management of KHTA operations.

Qualifications

Required

- Experience coordinating volunteers, projects, or small organizations
- Strong organizational, communication, and follow-through skills
- Ability to work independently with limited resources and supervision
- Comfort working closely with a volunteer board
- Genuine interest in trails, outdoor recreation and conservation

Preferred (Not Required)

- Bachelor's degree in Nonprofit Management, Business Administration, or related field
- Experience with trail building, maintenance, or land management
- Fundraising or grant-writing experience
- Familiarity with nonprofit operations or governance

Values and Leadership Style

- Commitment to integrity, collaboration, and accountability
- Comfort working with volunteers and boards
- Mission-driven mindset
- Professionalism in all areas.

Schedule & Expectations

- Part-time role averaging **20–30 hours per week**
- Flexible schedule, with some evening or weekend hours for meetings, events, or trail workdays
- This position is expected to remain part-time until the organization is financially capable

How to Apply

Please submit:

- A resume
- A brief cover letter describing your interest in trail work and experience with volunteer-led organizations
- If submitting physical documents: mail to: _____ or electronically: email to:

Knobstone Hiking Trail Association
P.O. Box 1814
Martinsville, IN 46151

KHTAssociation@gmail.com

Applications will be reviewed on a rolling basis until the position is filled.

Knobstone Hiking Trail Association is an equal opportunity employer and encourages applicants from all backgrounds.