



SHASTA LAND TRUST
Position Description

Position: Executive Director
Supervisor: Board of Directors
Classification: Full time, exempt
Location: Redding, CA

SUMMARY OF POSITION:

Under the direction of the Shasta Land Trust (SLT) Board of Directors, the Executive Director is responsible for providing the leadership for SLT and for the management of all programs, activities, and staff of the organization. This includes all land transactions and land conservation projects; all fundraising efforts including major donor programs, grant writing and grant administration, donor program and supporter campaigns; planning and managing organizational finances and budgets; supervising all staff; maintaining effective and timely reporting and communication with the Board of Directors; administrative and clerical work; and other tasks as assigned by the SLT Board of Directors.

RESPONSIBILITIES:

FINANCIAL SUSTAINABILITY & MISSION IMPACT

1. Oversee and implement all fundraising efforts of SLT in conjunction with staff, committees, and Board of Directors, including major donor campaigns, regular and year-end solicitations, grant acquisition, and any other projects of the Fundraising Plan and Marketing Plan.
2. Oversee the development and implementation of fundraising events including Wildways planning and Wildways events.
3. Secure opportunities to diversify revenue, such as contract monitoring.
4. Develop annual report, dashboard, and financial snapshot.
5. Develop and implement monthly eNews.
6. Oversee and explore opportunities for social media.
7. Explore opportunities for social enterprise.

ORGANIZATIONAL MANAGEMENT

1. Oversee all programs, projects, and activities of the organization.
2. Plan and manage the organization's finances and budgets.
3. Supervise, recruit, and train the SLT staff.
4. Attend all SLT Board meetings, and work with SLT Board Chair and Executive Committee to maintain adequate reporting to the Board of Directors and implement all directions of the Board.
5. Coordinate and participate in SLT committees as assigned by the Board of Directors.
6. Oversee current accreditation requirements and Land Trust Standards & Practices.

7. Oversee all organizational policies and procedures, including record keeping, finances and investments, landowner notification, gift acknowledgement, Forms 8283 and appraisal review, conflict of interest, bylaws, amendments, violations, monitoring and project selection, and conservation easement templates.
8. Oversee and manage all IT-related activities, including networking, trouble-shooting, email and Google Apps administration, GIS, and web design.

CONSERVATION PROGRAM

1. Coordinate the successful completion of a suite of conservation easement projects involving PG&E lands in Shasta County.
2. Research and develop conservation projects to implement the SLT mission statement, in conjunction with Lands Committee and at the direction of the Board of Directors.
3. Oversee and complete land transactions, working effectively with conservation partners, attorney, landowners, and consultants.
4. Identify and pursue funding sources for conservation projects in conjunction with the Lands Committee and at the direction of the Board of Directors.
5. Oversee pipeline of conservation projects.
6. Oversee monitoring and long-term stewardship and defense of conservation lands.
7. Oversee and manage GIS and data, including new and completed conservation projects.
8. Oversee contract monitoring and any contractors or consultants.

COMMUNITY LEADERSHIP

1. Represent SLT and maintain relationships with local, state and national entities.
2. Oversee all engagement events.
3. Develop and maintain relationships with local media to implement SLT marketing efforts.
5. Direct staff and volunteers in the preparation and printing of marketing materials.
6. Deliver or facilitate delivery of public presentations regarding SLT and related topics.

ADDITIONAL DUTIES AS ASSIGNED

The Executive Director also shall perform additional duties as assigned by the Board of Directors, consistent with job and qualifications.

PREFERRED QUALIFICATIONS:

1. Graduate degree in a natural science, business or non-profit management, or a related field plus 2 years of relevant experience preferred.
Or a Bachelors degree in a related field plus 3-5 years of relevant experience (conservation non-profit experience preferred).
2. At least 2 years of experience in managing conservation projects preferred.
3. Experience in community-based fundraising.
4. Non-profit management experience is desirable.
5. Practical knowledge of legal contracts, agreements, and real estate transactions.
6. Knowledge of local, state, and national conservation issues.

7. Understanding of agriculture and ranching issues, economics, and practices.
8. Curiosity for the natural world and commitment to SLT mission and values.
9. Ability to establish and maintain positive relationships with a variety of stakeholders.
10. Ability to work collaboratively with teams, workgroups, and partners.
11. Operation and use of Windows-based computer applications including Word, Excel, PowerPoint, QuickBooks, database programs, and GIS.
12. Excellent spoken and written communication skills, including effective negotiation skills.
13. Ability to work occasional evenings and weekends, per SLT events schedule.
14. Valid driver's license and good driving record are required.