



EXECUTIVE DIRECTOR Position Description

Position Summary

The Executive Director (ED) is responsible for the leadership, development, and operational management of the Palouse Land Trust (PLT), a 501(c)(3) nonprofit corporation based in Moscow, Idaho. In a shared leadership model, the ED works with the board and staff to secure funds and craft policies, goals, and strategic initiatives that position the land trust for short-term and long-term success in accomplishing its mission. The ED implements the strategic direction and vision, and aligns resources to achieve that vision. Serving as the primary spokesperson for the organization, the ED develops and maintains positive working relationships with the board, landowners, strategic partners, community decision makers, funding organizations and donors.

Essential Duties and Responsibilities

Organizational Leadership, Management and Development (30%)

- Builds and maintains a positive and productive partnership with the PLT Board of Directors.
- Participates with the board in determining values, mission, vision and goals as well as monitoring and evaluating the organization's relevancy, effectiveness and results.
- Provides timely, accurate, and complete information to the board to ensure governance, due diligence, transparency, and accountability.
- Hires, leads, manages, evaluates and supports staff and volunteers to achieve defined performance objectives.
- Oversees organizational and operational systems to support a high-functioning efficient office.
- Works with staff to develop and track benchmarks towards strategic goals capturing key metrics for accountability and impact in an organizational performance dashboard.
- Works with staff and board committees to develop the annual operating budget for board approval; monitors finances for accuracy ensuring full board knowledge of fiscal status; ensures adequate controls, and clean audits and financial reviews for all accounts.
- Ensures compliance with all legal requirements of a nonprofit corporation, the Land Trust Alliance's Land Trust Standards and Practices, and Land Trust Accreditation practices. Works with board and staff to maintain accreditation by the Land Trust Accreditation Committee.

Constituency Building, Fund Development and Donor Relations (30%)

- Provides leadership to develop, implement, and monitor a long-range financial plan with the board that ensures achievement of strategic goals and meets stewardship responsibilities.
- Works with board and staff to foster a culture of philanthropy that nurtures donor loyalty through a comprehensive relationship-building program; identifies prospects and actively solicits gifts.
- Oversees membership development, annual gift and major donor appeals, and a planned giving program.
- Ensures a comprehensive gift management system, including analysis and reporting.
- Ensures the availability of materials to support solicitation including the PLT value proposition and case for support.
- Administers a comprehensive grant-writing program to seek out, capture and renew ongoing funding.
- Works with staff to connect people with conserved lands and the organization.

Public Relations, Community Relations, Communications (20%)

- Represents and promotes the organization in the region, and facilitates organizational partnerships with state, regional and national coalitions/networks in line with PLT mission and values.
- Serves as the primary spokesperson with decision makers, partners and media.
- Oversees the design and implementation of educational programs and outreach events to build enthusiasm and support for land conservation.
- Develops and maintains positive relationships with communities and constituencies.
- Attends to the brand, image and reputation of the organization.
- Oversees all external communications and materials for consistency of brand and message.
- Increases visibility, awareness and recognition of the organization.

Land Conservation, Protection and Stewardship (20%)

- Oversees the development and implementation of a strategic private lands conservation plan, utilizing conservation easements, fee-title acquisitions, exchanges, and other agreements to achieve the board's conservation goals.
- Develops partnerships with community organizations and businesses to promote protection of the conservation values of significant natural areas within the PLT service area.
- Oversees stewardship of fee-owned properties ensuring best management practices.
- Ensures easement monitoring and compliance following Land Trust Standards and Practices, including proper use of the stewardship fund.

Preferred Qualifications

- Demonstrated passion for land conservation
- Proven fund-raising skills with strong experience in donor cultivation, solicitation, and stewardship
- Collaborative vision builder with big picture long-term view and strategic implementation skills
- Strong people management skills and team builder
- Demonstrated verbal and written communication skills
- Experience with the financial management of an organization, including budget management
- Successful grant writing experience
- Demonstrated organizational partnership building and facilitation skills
- Land Trust experience preferred; nonprofit management/leadership experience or natural resource conservation experience required
- Master's Degree or 6 years land trust and/or nonprofit fundraising experience preferred; Bachelor's degree required in natural resources management, ecology, business administration, environmental law or related field and a minimum of 4 years experience in nonprofit management, business, fundraising, marketing, real estate or related field

Salary and Benefits

Full-time position. PLT offers a competitive salary commensurate with experience and salary history, and a generous and flexible benefit package. Benefits also include flexible schedule, paid holidays, paid vacation, and paid sick leave.

Working Conditions

The ED performs duties in an office setting, including desk and computer work, and in the field as related to conservation, program, fund raising, and donor activities. Travel is required to represent the organization at various meetings and conferences, workshops and speaking engagements. Walking over varied terrain and in differing weather conditions related to conservation projects is common.

To Apply

Submit a CV/resume and cover letter by email to careers@palouselandtrust.org. Position is open until filled.