



EXECUTIVE DIRECTOR JOB DESCRIPTION

OVERVIEW

Established in 2005, Lemhi Regional Land Trust (LRLT), based in Salmon, Idaho is dedicated to conserving working lands and wildlife habitat through voluntary conservation agreements that respect local values and private property rights in Lemhi and Custer Counties. The rural working landscape of the Upper Salmon Region is well known for its isolated iconic beauty, vast open spaces and sweeping views. In a geographic area that is over 90% publically owned, the lifeblood of the landscape lies on private land where the rivers flow cold and clean, a rich abundance of wildlife is found, and livestock and crops fuel the economy. This area is home to indigenous ocean running fish populations of Chinook salmon and steelhead, sage grouse, wolverines, wolves, moose, bear, elk, deer, pronghorn, eagles and peregrine falcons, to name a few. LRLT's mission is "conserving landscapes and lifestyles in Central Idaho."

Lemhi Regional Land Trust currently holds thirteen conservation easements on 13,463 acres and owns 581 acres on three separate properties. The land trust has earned a reputation for credibility and high standards and received Land Trust Alliance Accreditation status in 2014. There are four full time staff positions: Outreach Coordinator, Land Protection Coordinator, Stewardship and Restoration Coordinator, and Executive Director.

SUMMARY OF POSITION

The Executive Director will coordinate and oversee all land trust operations, provide leadership and staff supervision to support achievement of Lemhi Regional Land Trust's mission. The Executive Director will work closely with the Board of Directors to ensure the financial health of the organization and will monitor and report progress to the Board and/or standing committees on a regular basis. The Executive Director oversees the day-to-day activities of the organization and the management of the organization's office, budget, staff and properties, as well as its land acquisition, community outreach and fundraising activities. Provides leadership and support to the Board of Directors and is under the direction supervision of the Chairman of the Board and reports to the Board. As the principle spokesperson of Lemhi Regional Land Trust, the Executive Director must display the highest standards of professionalism, cooperation and integrity and maintain positive relationships with landowners, funders, members of the community and our many conservation partners. The position is full time and will require occasional evening and weekend hours and travel.

PREFERRED QUALIFICATIONS

- BA/BS degree and a minimum of five years of progressively responsible experience in land trust work, natural resource management, non-profit management or in a related field
- Demonstrated successful record of fundraising and managing a budget
- Leadership experience, able to set a clear vision and to create and thrive in a team environment
- Experience working with landowners, government agencies, community groups and conservation partners to achieve shared objectives
- Articulate and enthusiastic communicator, both written and verbally
- Familiarity working in rural communities
- Deep commitment to the conservation of rural working landscapes and wildlife habitat
- Strong organizational skills

- Demonstrated ability to think strategically, develop and manage complex projects from start to finish and ability to adapt to changing circumstances
- Knowledge and experience with the policies and tools of voluntary private land conservation and conservation finance
- Finely tuned negotiation and collaboration skills
- Working knowledge of the Endangered Species Act and the National Environmental Policy Act
- Working knowledge of common software applications (e.g.; Word, Excel, PowerPoint, Web browsers,) and willingness to learn new software programs
- Valid driver's license and ability to drive on rough terrain

PREFERRED PERSONAL QUALITIES

- Respectful listener
- Integrity in relationships and ethical in decision-making
- Courteous, dependable and reliable
- Desire to be a team player
- Self-motivated, energetic, creative
- Non-judgmental relationship builder
- Collaborative style that is able to bring parties with differing interests to a common outcome
- Ability to work independently with initiative, motivation, flexibility, and confidentiality

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

A. Fundraising & Outreach

1. The Executive Director has the lead responsibility for raising the operating and capital funding necessary to support LRLT's mission.
2. Develop and implement fundraising activities including solicitation of donors and grants, membership development, writing letters, making speeches/presentations and assisting the Board in cultivating individual donors.
3. Identify and cultivate new, entrepreneurial opportunities to diversify LRLT's income.
4. Foster local support for the conservation of agricultural landscapes, open spaces, and wildlife habitat openly and enthusiastically.
5. Support local communities or landowners in LRLT priority areas, developing a strong presence through personal relationships.
6. Increase public awareness and provide membership with information of LRLT work through the newsletter, website, press releases, public speaking and distribution of promotional materials.

B. Organizational Development

1. Serve as a direct line of communication to the Board of Directors. Monitor and report to the Board regarding progress of the organization.
2. Actively support staff and board development.
3. Develop and maintain appropriate relationships with local, regional and state collaboratives and with other agencies, groups and organizations.
4. Cultivate, maintain and support a strong Board of Directors and build board involvement with strategic direction.
5. Recommend and/or provide input on new programs to the Board.

C. Administration

1. Supervise three full time staff and inspire them to excel in their respective areas of expertise while providing ongoing mentoring, guidance and tools they need to succeed.

2. Develop and oversee the administration of an organizational budget. Monitor and report to the Board on the financial status and progress in meeting its goals.
3. Responsible for maintaining all of LRLT's minutes and records, including those of the Board and committees. Supervise the filing of all tax returns and other government reports.

D. Acquisitions

1. Assist in negotiation and drafting conservation easements and ensuring adequate financial resources to complete projects.
2. Identify and employ funding opportunities for land acquisitions, including government and private grants and partnerships.
3. Assist with the development of acquisition priorities and inventories of natural areas within LRLT's area.

E. Restoration & Stewardship

1. Assist in preparing management and restoration plans and work with staff to respond to conservation easement stewardship issues as needed.
2. Provide oversight of LRLT's properties and maintain good relationships with property neighbors and conservation easement property owners.

WORKING CONDITIONS

Work is performed in the office as well as in the field. Travel is required to remote, isolated project sites, meetings, speaking engagements, workshops, professional associations, and other events requiring land trust participation.

SALARY AND BENEFITS

Salary: Competitive salary starting at \$55,000; to be negotiated depending on experience and qualifications.

Hours: 1.0 FTE

Reports to: Board of Directors

Location: Salmon, Idaho

Benefits: 12.5 Holidays, 10 Vacation Days, 9 Sick Days, 3 Personal Days

Health Insurance Stipend

Retirement: 401(k) Safe Harbor Plan (5% of salary)

Training Opportunities

TO APPLY

Applications will be accepted until January 16th or until the position is filled. Please submit a cover letter, resume and references via email to info@lemhilandtrust.org or by surface mail attention to: Lemhi Regional Land Trust PO Box 871, Salmon, ID 83467. For information about Lemhi Regional Land Trust and this position, visit www.lemhilandtrust.org.