

## **Georges River Land Trust**

### Job Description

#### Executive Director

#### General Description

The Executive Director will provide the leadership, professional expertise and management skills to direct the organization. The Executive Director will work closely with the Board to set goals and is responsible for the implementation of the mission and policies of the Georges River Land Trust.

#### Supervision

The Board of Directors is responsible for supervising, evaluating, and supporting the Executive Director. The Board President, and secondarily the Executive Committee, function as the Boards liaison with the Executive Director.

#### Responsibilities

The executive Director is expected to provide leadership for the staff, Board and others associated with the GRLT and is responsible for oversight or effective execution of all aspects of the GRLT to include the following:

- A. Board relations, development and communication
- B. Oversee the development and implementation of organizational policies including implementation of Land Trust Alliance Standards and Practices
- C. Assist with the strategic plan to include development of short term goals as guided by that plan, evaluation of the relevance of the current plan and modification if needed.
- D. Manage employees to include hiring, training, supervising, periodic evaluations, and employee development
- E. Fiscal management to include budgeting, monitoring expenses and revenues, effective controls, and reporting
- F. Marketing and communication to our members and the community through brochures, maps, newsletters, web site, social media as needed to support fundraising, events, and other goals
- G. Land protection working with the Conversation Program Director to include project priorities, project selection criteria, land owner and community partner relations
- H. Stewardship in conjunction with the Stewardship Program Manager of conserved properties to set priorities, goals and comply with standards
- I. Trails in conjunction with the Trails Manager to set priorities and goals

#### Fund Raising

As with many land trusts, the GRLT is dependent on fund raising. The key role of the Executive Director is to, in conjunction with the Board and Development Committee, set fund raising goals, cultivate donors, identify the philanthropic capacity and goals of major donors, soliciting major donors, and identify opportunities. In fulfilling this role, the Executive Director will personally reach out to donors and potential donors, and be expected to lead the organization in soliciting new major gifts and engaging existing major donors.

## Requirements

1. Minimum of a bachelor's degree with an advanced degree in a related field being desirable
2. Demonstrated capabilities in the broad scope of fund raising
3. Excellent interpersonal skills
4. Administrative experience in a non-profit to include oversight of employees
5. Computer skills to include data base, spreadsheet, desktop publishing, internet and social media
6. Knowledge of non-profit organizations to include Board relations
7. Ideally experience with land conservation, stewardship, outreach and negotiation
8. Effective oral and written communication skills
9. Ability to identify, prioritize, plan and complete projects in a timely manner