SISKIYOU LAND TRUST

EXECUTIVE DIRECTOR JOB DESCRIPTION

**Opportunity:**

Siskiyou Land Trust (SLT) is seeking an energetic, collaborative, visionary Executive Director (ED) to lead our successful, growing organization into a dynamic future. This position provides an extraordinary opportunity for our next ED to focus on strategic direction and to coordinate with Board leadership in order to shape the evolution of SLT and assure its sustainability.

**About Us:**

SLT was created in 1993 as an all-volunteer, non-profit organization to ensure that the natural wealth of the community as well as the wild and working lands of our region endure forever. Our mission is to conserve, protect and enhance precious lands in the Siskiyou County region to benefit our human and natural communities. Based in Mt. Shasta, California, SLT serves Siskiyou County and our work impacts partners and stakeholders throughout the state. As SLT has evolved into a professional conservation organization and added skilled staff, we have seen impressive conservation project growth and recognition in recent years. Our efforts have resulted in sixteen conserved properties, eleven held under conservation easements and five owned in fee. SLT also holds two trail easements for community greenways in Mt. Shasta. Together, our conserved properties comprise over 41,000 acres. Our ten active acquisition projects with secured and pending funding would cover approximately an additional 20,000 of headwater forest, agricultural, and wildlands in the Scott, Shasta, and Upper Sacramento River watersheds.

With our robust reputation, history of successful conservation transactions and skilled, dedicated staff members, the opportunities for future growth are enormous. SLT recognizes that, in order to responsibly embrace those opportunities, we need a leader who can bring our operational systems, fundraising, staffing and strategic planning into alignment with the larger, more vigorous organization we have become.

**Core Responsibilities:**

* In coordination with the Board, identify, coordinate, and implement short and long-term strategic goals and objectives. ED is accountable to the Board of Directors for setting timelines in reaching and achieving those goals.
* In concert with SLT Staff and Board, lead organizational health, effectiveness, and financial sustainability, including:
  + Implementation of appropriate financial control and management systems;
  + Direction of fundraising strategies and donor relations, including potential future hiring of fundraising staff. Fundraising for operations and long-term stewardship goals may include annual campaigns, one-time appeals, membership relations, promotions, solicitation of grants, special events and the development and funding of our endowment (including major and planned gifts from individuals, foundations, and corporations.)
  + Coordinate and manage Land Trust Alliance accreditation process.
  + Support, manage and hire team of land conservation professionals to carry out SLT programs/projects/stewardship as defined in strategic goals and objectives.
  + Represent SLT to external audiences such as potential donors, volunteers, government agencies, community leaders, and other partner organizations.
  + Develop and manage SLT annual budget.

**Position Requirements:**

* Bachelor’s degree or equivalent.
* Minimum of 10 years of demonstrated successful organizational leadership experience.
* Demonstrated commitment to conservation values.
* Experience with land and/or resource management.
* Fundraising, management, and strategic planning experience.
* The ability to reflect SLT’s core values of integrity, thoughtfulness, honesty, optimism, and inclusiveness with a can-do attitude. An individual with a sense of humor and understanding that we can achieve greatness when we work together. Someone who understands how to leverage momentum of success and harness inspiration.
* Willingness to live and work in Siskiyou County, California.

**Position Preferences:**

* Excellent interpersonal, organizational, analytical and time-management skills.
* Strong communication skills with an outgoing, friendly personality; ability to effectively communicate externally and internally.
* Strong financial skills, including the ability to develop and manage budgets and present reports that present a clear financial picture of the organization.
* Solid fundraising and organizational development experience or interest with proven success in the areas of non-profit funding strategies, individual giving, major donor cultivation, corporate sponsorship, and planned giving. Demonstrated ability to build, manage, and expand a development program that generates support to provide annual funds necessary for organizational operation needs.
* Experience overseeing, generating, and expending endowment, quasi-endowment, and restricted funds. Experience or interest in developing a planning giving program and an endowment campaign.
* Ability to set and evaluate annual fund development, donor relationships, and fundraising.
* Experience with land trusts and Land Trust Alliance standards and practices, including aspects related to community and landowner relationships, organizational health, and conservation strategies.
* Experience with Land Trust Alliance accreditation process and requirements and the ability to guide SLT through the accreditation process.
* Demonstrated commitment to Diversity, Equity and Inclusion. Experience with underrepresented populations.
* Demonstrated leadership experience in a nonprofit organization of comparable or larger size. Experience leading, inspiring, and motivating staff, boards, and volunteers.
* Successful experience in grant research, writing, and administration.
* Strong public presence—articulate, optimistic, and energetic—with the ability to motivate and inspire people at all levels. Demonstrated community outreach experience.
* An advanced degree (or equivalent work experience) in non-profit management, business, law, natural-resource management, or related field. Familiarity with ecology and natural resources of Northern California/Pacific Northwest.

**Compensation:**

Salary is commensurate with knowledge, abilities, and experience. This is a full-time exempt position. Benefits include healthcare plan, matching retirement plan options, travel reimbursement, training opportunities, paid-time off for holidays, sick leave, personal days, and vacation.

**Contact Information:**

Please send resume and cover letter via email to SLT Hiring Committee, c/o board member, Wendy Whitson: [wendywhitson123@gmail.com](mailto:wendywhitson123@gmail.com)