

**Coordinator – Outreach & Administration**

**Independent Contractor**

**Location of Work:** Telecommuting with occasional in-person meetings or retreats

**Hours:**  Up to20 hours per month

**Reports To:** SCLTC President and Executive Committee

**Contract Compensation:** Range depending on experience

**Application Deadline:** Application closes February 28, 2022

**SUMMARY**

Sierra Cascade Land Trust Council (SCLTC) is seeking an independent contractor to serve as its Coordinator with a focus on outreach and administration. This individual will join our dynamic organization at a pivotal moment of growth. We are looking for an exceptional candidate who will help to define and manage all aspects of SCLTC’s administrative and outreach efforts to ensure the organization is meeting the needs of its members and is moving forward the message of the importance of land conservation and stewardship. The candidate should be familiar with land trusts and have an understanding of state priorities for funding and conservation work.

**ORGANIZATIONAL PROFILE**

SCLTC is a network of land trusts acting as a collective voice in this diverse region to support the pace, scale and permanence of land conservation to protect the natural, historic and agricultural resources for generations to come. Fourteen local land trusts based in the Sierra Nevada and California Cascades, together with their five state and national partners, want to make sure that our region continues to thrive. These 19 groups, and a growing number of affiliate members, comprise SCLTC. In 2021, SCLTC finalized a new Strategic Conservation Action Plan (SCAP) which will guide the organizations’ own priorities and will leverage additional funding for planning purposes.

**MAIN RESPONSIBILITIES**

* Meeting Facilitation: schedule Board and Executive Committee meetings, manage communications, schedule member Stewardship and Development Roundtables, and support other planning as needed
* Membership Liaison: lead new member recruitment, maintain current memberships and relationships
* Outreach Responsibilities: maintain website and respond to all requests for SCLTC presentations or public comment
* Financial Management: work with Treasurer and Accountant to perform quarterly bookkeeping and reporting for the BOD, pay invoices, managing bank accounts and deposits, ensure taxes are filed properly
* Support Shared Resources & Contractors: manage shared document database on Dropbox and CNDDB subscription
* Secure Funding: Assist with grant writing to foundations and state/federal agencies to further the mission of SCLTC and manage grant deliverables as needed

**REQUIRED QUALIFICATIONS**

Personal qualities and professional capabilities must include the following:

* Strong work ethic with the ability to work collaboratively with a team and the tenacity to be independently motivated to reach goals
* Demonstrated record of motivating stakeholders and volunteers
* Fundraising experience including soliciting gifts and grants between $5,000 - $100,000+
* Excellent presentation, verbal and written communication skills
* Excellent interpersonal skills
* Excellent organizational, planning and critical thinking skills
* Excellent prioritization and time management skills with a proven ability to meet

deadlines with minimal supervision (including working remotely)

* Ability to travel occasionally to Sacramento, and annually to one or more locations in the Sierra Cascade region
* Familiarity with Google products is required; proficiency is a plus
* Strong leadership skills
* Ability to coordinate well with peers
* Passion for natural resource conservation

**DESIRED QUALIFICATIONS**

* Familiarity with indigenous tribal relations
* Familiarity with state and federal agencies that facilitate conservation and restoration work
* Website design

**ADDITIONAL CONSIDERATIONS**

Some travel will be required for Board meetings, roundtables and retreats.

**HOW TO APPLY**

Interested applicants should submit a cover letter, resume, and three professional references via email to SCLTC at coordinator@sierracascadelandtrustcouncil.org. Application reviews begin on March 1, 2022.

SCLTC is 501(c)(3) private nonprofit organization; for more information see sierracascadelandtrustcouncil.org. SCLTC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all.