



## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR**

**THE ORGANIZATION:** The Northern California Regional Land Trust (NCRLT) assists landowners, agencies, and other conservation partners in the voluntary protection of land and other natural resources. The NCRLT is a nonprofit land conservation organization that owns, manages, and holds conservation easements on more than 24,700 acres in Butte, Glenn, and Tehama Counties in Northern California. The NCRLT management structure includes a Board of Directors, an Executive Director, one part-time Conservation Director, one full-time Programs Manager/Biologist, one part-time Bookkeeper/Office Manager, and a strong and significant hourly and volunteer network. The full Board of Directors typically meets quarterly, and monthly as needed. Board Committee meetings occur throughout the year. The Board determines policy which guides the strategic work of the organization. The Board of Directors, Board committees, and the Executive Director collaborate to manage the Land Trust's strategic plan, reputation, and benefits to the communities it serves.

**JOB TITLE:** Executive Director  
**POSITION:** Full-time Exempt  
**REPORTS TO:** Board of Directors  
**LOCATION:** 580 Vallombrosa Ave., Chico, CA 95926

#### **RESPONSIBILITIES:**

- Implements the strategic goals and objectives of the organization to enhance the quality of life for today and for future generations
- Collaborates with the Board President to enable the Board to fulfill its governance functions
- Provides direction/leadership to achieve the Land Trust's mission and vision
- Models and instills the values of the organization to all employees

#### **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree and a minimum of five years of experience as a leader in the environmental/conservation field, non-profit sector, municipal agency, or related service

#### **DESIRED QUALIFICATIONS:**

- Personnel management experience including leadership/supervision, fiscal and grant management, fundraising, staff and volunteer development, effective communications and marketing, risk management, community, corporate, non-profit, and governmental collaboration, and environmental ethics

#### **SKILLS:**

- Excels in communication including interpersonal, group and varied types of written communication, fosters open communication that leads to cooperation and team empowerment, values diversity, and conducts oneself with confidence and integrity

## **MAJOR FUNCTIONS/RESULT AREAS:**

### **Management and Administration:**

The Executive Director serves under the direction of the Board of Directors and is responsible for the day to day management of the organization and implementation of the annual operating plan.

1. Works with the Board to develop and implement a strategic plan
2. Recommends to the Board specific long and short-range plans for the development of programs and services
3. Provides effective leadership in Board development to support organizational goals
4. Maintains consistent flow of communication both from inside and outside the organization
5. Ensures legal requirements are met, ensures staff and Board comply with internal policies and procedures
6. Provides coaching, support, and evaluation for staff and key volunteers
7. Prepares reports and documents for Board review and action
8. Interprets trends in the conservation field by maintaining relationships with local, regional, and national professional organizations

### **Advocacy/Community Relations:**

1. Identifies, establishes and maintains strategic linkages with individuals, businesses and groups whose influence, support, technical assistance and other resources are or could be valuable to the organization or to the issues of community development or natural resource conservation
2. Participates in professional organizations and represents the Land Trust in areas related to mission and goals of the Land Trust
3. Takes an active role in the community with social, civic, and governmental organizations and represents and advocates for the Land Trust in communities it serves

### **Fiscal Management:**

1. Develops and manages the annual operating budget
2. Works with the Board to monitor and provide reports on investment accounts
3. Oversees bookkeeping functions and preparation of financial reports to the Board
4. Works with outside auditors and CPAs who prepare annual audit or financial compilations and prepare and file requisite tax forms
5. Works with the Board, staff and volunteers to increase funding for organizational programs and projects through direct fundraising activities including face-to-face contact with individual and corporate donors, annual giving/appeals, public presentations and special events as well as grant applications to foundations and agencies
6. Directs and develops an active membership/donor development program
7. Develops land protection and capital campaign plans

### **Land Protection:**

1. Oversees implementation of the land protection programs of the Land Trust including conservation planning, development of conservation easements, acquisition of properties and stewardship of easements and fee properties
2. Coordinates Board and donor interactions and any requisite Board actions for each project
3. Develops volunteer and staff capacity for stewardship plans and monitoring of fee, easement and managed properties

**Salary and Benefits:**

1. Salary - DOE (Depends on Experience)
2. Full-time
3. Health, dental, and vision insurance
4. Vacation
5. Sick Leave
6. Holidays
7. Other employment benefits

**How to Apply:**

Qualified candidates should email their resume with a cover letter and contact information for three references to [susanpriceconsulting@gmail.com](mailto:susanpriceconsulting@gmail.com) and/or mailed to:

Susan Price  
Susan Price Consulting  
PO Box 376  
Corning, CA 96021

The position is open until filled.

*The NCRLT does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.*