



Job Announcement: Executive Director

Organizational Background:

North Olympic Land Trust's mission is to protect the North Olympic Peninsula's biodiversity, natural resources and cultural heritage for present and future generations. The organization began operations in 1990, and has become a major force for conserving private land on the Peninsula.

Clallam County, Washington, is blessed with some of the nation's historically rich historical salmon runs, undeveloped marine shoreline, thriving wildlife populations, and spectacular forests, alongside productive farmland, abundant recreational opportunities, and a distinctive rural landscape. This is diminished, however, by growth in housing and commercial development, which has reduced prime fish and wildlife habitat, farmland, and sustainable timberland. North Olympic Land Trust (NOLT) seeks a sustainable balance between conservation and development goals. NOLT's conservation activities complement those of public agencies, with a high level of community involvement, and at great cost-effectiveness. NOLT, via conservation easement or fee simple ownership, currently protects over 2,500 acres.

Position Overview:

The Executive Director is the public face of the Land Trust, builds and maintains relationships with community partners and supporters, actively leads conservation and fundraising activities, and manages the organization's finances and administration. It is a full-time position with a benefit package. The ED reports to the president of the Board of Directors. Salary is competitive and commensurate with experience. NOLT is based in Port Angeles, Washington.

General Job Duties:

1. **Mission.** Works with the Board and staff to develop, implement, and monitor conservation activities that support the mission of the organization.
2. **Partnerships.** Builds partnerships with local landowners, government officials, community organizations, and financial supporters in support of NOLT's mission and goals. The Executive Director serves as the public face of the organization, attending public meetings, and events, and seeking opportunities for making presentations to groups.
3. **Fund development and donor relations.** Builds NOLT's capacity and financial sustainability by playing a hands-on leadership role in fundraising activities, including grant-writing, membership recruitment and solicitations, relationships with major donors and foundations, overseeing relations with major donors and foundations, and development and implementation of fundraising activities, in coordination with Board and

staff.

4. **Organizational strategic planning and implementation.** Working with the Board and with input from staff, develops for Board approval an annual work plan and budget and the multi-year strategic plan, and teams with Board and staff to implement the plans.
5. **Policy planning, development and implementation.** Working with both Board and staff members, develops for Board review and adoption the organizational policies and procedures, and teams with Board and staff to implement those policies.
6. **Board relations and development.** Supports Board member recruitment and orientation and provides ongoing education related to land trust issues and organizational governance.
7. **Outreach and education.** Working with staff, Board and volunteers, coordinates outreach to landowner partners, organizational partners, local and state governments, the media, NOLT's constituents, and the public at large.
8. **Staff management and development.** Manages staff, serves as liaison between staff and Board, and coordinates staff training and hiring within annual budget set by Board. Together with staff, develops performance goals, provides appropriate support, and ensures that staff members meet performance goals.
9. **Financial management.** Prepares budgets and oversees financial management of the organization, ensuring that financial statements are prepared and submitted in a timely manner and that budget goals are met; coordinates bi-annual financial audit.
10. **Board management.** Together with the Board President, manages the activities and meetings of the Board and its Committees, ensuring that the Board has timely and appropriate information.
11. **Other duties.** Performs other duties as assigned by the President of the Board of Directors.

Qualifications:

The successful candidate will have the following required qualifications:

- Bachelor's degree in a natural resources or business administration field; master's degree preferred.
- 3-5 years of related work experience, including a minimum of 3 years in non-profit or business administration.
- A passion for the natural environment and experience with in environmental issues.
- Outstanding oral and written communication skills.
- Demonstrated ability to build consensus, and when necessary, resolve conflict among different viewpoints.
- Experience building effective partnerships and relationships with volunteers, donors, and diverse community groups.
- Outstanding organizational and management skills.
- Proficiency and experience in fund development and donor relations.
- Experience in strategic planning and follow-up actions. Demonstrated track record in planning and achieving goals.
- Experience with grant writing and grant management.
- Experience managing and motivating professional staff and volunteers.
- Experience working collaboratively with a diverse Board of Directors and ability to accept and effectively use direction from the President on behalf of the Board.
- Experience in land and legal transactions are preferred.

Salary:

Salary will be dependent on the selected candidate's qualifications, and include paid vacation and holidays, health leave, and a financial contribution towards private medical insurance.

To Apply:

Send cover letter, resume, and 3 references to michele@nolt.org. Applications will be accepted until March 9, 2012.