



EAGLE VALLEY  
LAND TRUST

Eagle Valley Land Trust  
Executive Director Position Description

**Summary of Position:**

The Executive Director, working with and reporting to the Board of Directors, has overall leadership responsibility for EVLT, including conservation, fundraising, strategic and project planning and implementation, as well as organizational and financial management. Our Director must be a skilled, self-reliant leader with the presence, confidence and communication skills to operate as a peer with an active, able Board, senior business and government officials, community leaders, and high net worth individuals. Our Director must also be a team player within our small nonprofit team where all employees are expected to work together and share administrative tasks as necessary for the day-to-day business of the land trust.

**Duties & Responsibilities**

**Executive Director**

- Organization Leadership / Management
  - Oversee implementation of strategic plan and alignment with vision and mission.
  - Ensure that programmatic commitments, financial standards, LTA Standards and Practices, and legal requirements are met.
  - Promote EVLT as a conservation partner and leader within Eagle County, regionally, and nationally.
  - Collaborate well with key public and private conservation groups. Emphasize relationship building and partnerships. Specifically, work collaboratively with Eagle County Planning and Open Space departments in the implementation of the open space program.
  - Persuasively convey the mission and conservation priorities of EVLT to diverse groups including major donors, business leaders, board members, local governments, partners, community groups, and others who are critical to the organization's success.
  - Work with Treasurer and board to develop and implement annual operating budget. Plan and manage the organization's finances and budgets.
  - Provide active support to Board of Directors.
  - Supervise EVLT staff both as a mentor and as a team member, ensuring professional development and fostering a healthy work environment.
  - Manage relationships with outside professionals, including counsel, bookkeeper, consultants, and accountants.

- Fundraising
  - Oversee team effort to raise public and private funding for the purchase of conservation easements.
  - Independently, and collaboratively with board, identify, cultivate, and solicit individual major donors.
  - Oversee team efforts to identify and prepare grants, taking the lead where appropriate.
  - Develop, oversee, and maintain diverse and creative funding sources, including the collaborative Land & Rivers Fund.
- Community Engagement
  - Independently, and collaboratively with board, identify key individuals to build a diverse and effective board.
  - Oversee team efforts to engage and expand broad community support for local conservation, including fostering strong media relationships.
  - Enthusiastically and tactfully represent EVLT in the community. Further EVLT's mission by maintaining and building cooperative relationships with diverse stakeholders, including landowners, conservation partners, local, state and national government officials, donors, board members, business leaders, civic groups, and the general public.
  - Empower staff and board to accelerate community conservation strategies.
  - Recognize opportunities and creatively solve problems to serve the community in new and relevant ways.
- Land Protection and Stewardship
  - Oversee and support staff management of annual stewardship obligations in conformance with LTA Standards and Practices.
  - Lead or oversee team in the pursuit, negotiation, solicitation of grant funding, and completion of complex land conservation transactions in conformance with LTA Standards and Practices.
  - Oversee team efforts to monitor and advocate for legislation and regulations at the local, county, state and federal levels that impact conservation.
  - Seek innovative methods to fund land protection goals.

## **Qualifications**

- Sincere interest and deep passion for land conservation; understanding of and commitment to EVLT's mission and goals.
- Demonstrated entrepreneurial, leadership and visionary qualities.
- Ability to make long-term commitment to EVLT and our local community.
- Ability to work successfully with a wide range of constituents, including a Board of Directors, government entities, grant foundations and a variety of stakeholders.
- Excellent verbal and written communication skills, including ability to simplify and explain complex conservation concepts to general audiences.
- High degree of integrity and professionalism.
- Ability to work independently with little or no direct supervision while continually reinforcing and improving upon a team-oriented environment.
- Highly organized and able to effectively prioritize and balance multiple projects and issues and adept at assisting team members with these skills.

- Experience negotiating agreements and managing complex land transaction projects from start to finish, sometimes in political environments.
- Relevant experience with a land trust or similar conservation organization or agency.
- Demonstrated nonprofit or business management experience.
- Basic understanding of nonprofit bookkeeping.
- Demonstrated supervisory experience and management skills, including teambuilding.
- Demonstrated understanding of current and evolving trends in conservation, government relations, fund raising and non-profit management.
- Understanding of Land Trust Alliance accreditation Standards and Practices.
- Minimum requirement: Five years of experience in land conservation, natural resource management, or three years of experience in nonprofit field plus Bachelor's Degree in natural resource management, environmental design, business or public administration, or related field. Prefer two years management experience and/or Master's Degree in natural resources, business or public administration.

**Compensation:** Salary and benefits commensurate with experience and qualifications and as approved by the board. This position is full-time, exempt and includes medical insurance, paid time off, and retirement benefits.

**Work Environment:** Physical activities include: sitting at a desk and working on a keyboard and computer, conducting business over the telephone and via email, as well as visiting and closely inspecting properties. Position requires a Colorado Driver's license and a vehicle. The physical demands include the ability to move or lift up to 30 pounds and hike rough terrain for an extended period. A blend of office work and community relations activities, this position will require periodic weekend, early morning, and evening work.

**Application Procedure:** Please submit a resume and cover letter and salary expectations via e-mail to [jobs@evlt.org](mailto:jobs@evlt.org). Applications will be accepted through Wednesday October 23, 2019.

**Eagle Valley Land Trust is an equal opportunity employer.**