



SYCAMORE LAND TRUST

Executive Director Job Description August 2018

Position Summary

As the chief executive officer, the Executive Director (ED) will provide professional oversight of the organization and its professional staff of seven, ensuring that the land trust is managed effectively to achieve its mission. The ED must be a strong leader, excellent communicator, and dedicated team builder, and uphold the highest ethical standards at all times. Together with the Board of Directors, the ED will be able to articulate and convey a vision for the future of Sycamore Land Trust and translate strategic goals into achievable objectives.

The ED will oversee each of the land trust's main program areas, including land protection, land stewardship, and environmental education. The ED will work with the Development Director to identify, sustain, and cultivate new sources of philanthropic support, including major donor gifts, foundation support, planned giving, and business donations. The ED will oversee the fiscal operations of the organization.

The ED must be able to provide leadership and identity for the organization within our service area. He or she will maintain and expand strong relationships with our members, land and easement donors, financial supporters, government officials, and foundation partners.

Specific Duties

Fundraising

- Work with the Development Director and Board on the identification, cultivation, and solicitation of major donors, business supporters, and foundations
- Work with Development and Communications Directors on fundraising plans for annual giving, planned giving, and membership as well as metrics analysis for long-term growth
- Employ best practices and maintain the highest ethical standards in all aspects of Sycamore fundraising

Management and Planning

- Supervise staff while fostering a positive and supportive environment that challenges individuals to reach their personal and group potential

- Develop and monitor an annual budget and provide overall management of the fiscal operations in cooperation with the Board Treasurer
- With the Assistant Director, oversee strategic land acquisition efforts including identifying land prospects, meeting with landowners, securing funding, and completing land deals
- Implement the 2017 Strategic Plan with the staff and Board of Directors; develop and implement annual operating plans
- Ensure compliance with all internal policies and procedures; meet all legal and financial requirements
- Oversee final stages of process to become an accredited land trust through the Land Trust Alliance in 2019. Maintain operations to comply with accreditation requirements. Prepare for renewal in five years
- Develop and work with the Board of Directors to maintain a strong, healthy, successful organization
- With the Communications Director, responsible for overseeing continued growth of Sycamore membership

Relationships and Communications

- Articulate and expand a vision for Sycamore's mission across its twenty-six county coverage area
- Establish and maintain strong, positive working relationships with a wide range of partners and stakeholders
- Represent Sycamore to a variety of audiences, including volunteers, members, government agencies, community leaders, and professional partners
- Acquire knowledge of local and national issues related to Sycamore's mission in order to serve as an effective spokesperson for the organization
- Oversee maintenance of organizational image/brand on regional and national level, together with Communications Director

Programs

- Ensure the organization achieves its conservation mission in a strategic and focused manner
- Understand the responsibilities of each staff member and support them to achieve their programmatic goals in support of the larger organizational goals
- Develop expert understanding of the strategies and alternatives available to landowners
- Ensure continuance of Sycamore's high-quality environmental education program, along with the Environmental Education Director
- Support staff in event planning and coordination

Skills and Qualifications

- Bachelor's degree or equivalent experience required, advanced degree preferred, and five to ten years' experience in conservation, nonprofit management, and/or related field

- Experience achieving fundraising goals, including identifying, developing, and sustaining new sources of financial support
- Experience in negotiating and acquiring property that will allow us to continue to increase the number of protected acres in our area
- Demonstrated leadership and management skills
- Experience working with a Board of Directors
- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders
- Experience in the development of budgets and financial reports
- Understanding of the work of land trusts
- Strong organizational skills and managerial experience; ability to manage multiple priorities/activities, delegate effectively, and motivate others
- Ability to utilize the organization's resources efficiently and promote growth
- Ability to connect meaningfully with people of diverse backgrounds
- Willingness to attend meetings/events on evenings and weekends as necessary
- Commitment to the mission of Sycamore Land Trust

Compensation

Salary is commensurate with experience. Sycamore Land Trust provides competitive retirement, health/dental benefits, and paid time off. This position is full time.

To Apply

Email a letter of interest, résumé, and three references to susan@sycamorelandtrust.org with "Executive Director Search" in the subject line. Please include your last name in the file names. Applications are only accepted electronically. Applications must be received by November 15, 2018. Sycamore Land Trust is an equal opportunity employer and is committed to diversity, equity, and inclusion.