



Position Announcement

EXECUTIVE DIRECTOR

January 2019

Hours: 1.0 FTE
Status: Exempt
Reports To: President, Board of Directors
Salary: Commensurate with other western land trusts and experience
Benefits: 25 paid time off days a year, with longevity increases after 5 and 10 years
9 paid Holidays/Year
Health Insurance
403(B) Retirement Plan with employer match/contribution
After 5 years of employment, and every 5 years thereafter, employee is eligible to apply for a sabbatical of up to three months.

Overview

Five Valleys Land Trust (Five Valleys) is a nationally accredited, private, community-based non-profit corporation whose staff, community, donors and volunteers work hard to protect the landscape and culture of western Montana. Five Valleys' mission is, "To protect for future generations western Montana's natural legacy – our river corridors, wildlife habitat, agricultural lands, and community open spaces." Using creative and sometimes complex solutions, Five Valleys works collaboratively with private landowners, communities, public agencies and other organizations to ensure that western Montana conserves the natural resources and traditional livelihoods that have sustained us in the past and continue to enhance our quality of life today. Five Valleys fosters and reflects a strong land ethic and encourages state-of-the-art management practices through land conservation and stewardship educational programs.

The Executive Director leads a staff of eleven full and part time employees. An 18-member Board of Directors supports the organization. An annual budget, in excess of \$1 million dollars, sustains the work.

The tools of the trade for Five Valleys are conservation easements, conservation servitudes, fee ownership of lands, facilitation of public land acquisitions, and on-the-ground stewardship assistance that improves the health and vitality of the land. Since becoming a land trust in 1989, Five Valleys has accepted easements conserving over 70,000 acres of land and has played a central role in the protection of over 14,000 additional acres of wildlife habitat and prized public recreational lands. In total, Five Valleys has helped conserve nearly 85,000 acres of precious western Montana landscape.

The Executive Director is the Chief Executive Officer of Five Valleys and is responsible for the successful management, administration, and coordination of all programs and activities of Five Valleys and its staff.

The Executive Director is visionary, charismatic and inspiring. Essential background characteristics include a passion for western Montana and conservation, excellent personnel management and communications skills, and success in major gift development efforts with individuals, foundations, and corporations.

Basic Qualifications

- Bachelor's Degree and a minimum of 5 years of experience as a leader in the conservation arena, non-profit sector, or related for-profit area.
- Personnel management experience including leading and managing a multi-disciplinary team.
- Experience communicating with and presenting to diverse audiences including donors, landowners, board members, partners and others.
- Demonstrated experience in fundraising, particularly with regard to major gift solicitations, and budget management.
- Proficient with relevant software applications and capacity to learn new software programs.

Essential Personal Characteristics

- A passion for western Montana and the conservation mission.
- Excellent communication and listening skills.
- Exemplary personnel management skills.
- A willingness to "share leadership" and delegate appropriately.
- Success in fundraising efforts with individuals, foundations, and corporations.
- Tact, discretion, diplomacy and the ability to establish and maintain positive working relationships with people from diverse backgrounds.
- Demonstrated integrity and humility.
- A background as a strategic and innovative risk-taker.

Duties and Responsibilities

Administrative and Financial Management 20%

- Maintain the organizational policies and procedures of Five Valleys ensuring that programmatic commitments, financial standards, and legal requirements are met.
- Ensure the Staff and Board complies with all internal policies and procedures.
- Hire, manage, and evaluate the high quality and effective staff, outside contractors, and volunteers that support the efficient delivery of programs and services, the accomplishment of major goals identified in the strategic and annual operating plan, and the effective overall management of the organization.
- Develop and monitor an annual budget and manage the fiscal operations of Five Valleys in partnership with the Operations Director.
- Prepare an annual operating plan.
- Work with the Board President to coordinate meetings of the Board of Directors and standing committees, assist the Board and committees by preparing reports, conducting research and providing requested information.

Development 30%

- Assume overall oversight for Five Valleys' philanthropic activities. Work closely with the Philanthropy Director to design and implement appropriate fundraising plans.
- Expand Five Valleys' major donor program by working with the Philanthropy Director and Board to cultivate and steward existing donors as well as identify and approach new major donor prospects.
- Maintain an infrastructure that will enable the fulfillment of Five Valleys' mission to a greater capacity.
- Participate in fundraising activities and events.
- Assume primary responsibility for the comprehensive major gift (\$25,000 or more) program.

Outreach 25%

- Represent Five Valleys to the general public by participating in key associations and organizations, serving on committees and advisory groups, speaking at engagements, and shaping Five Valleys' publicity and the development of materials for educational purposes. Cultivate positive relationships with the media.
- Develop and implement with Board and Staff an outreach/public relations program for Five Valleys.
- Work with the public sector at local, regional, state and federal levels to promote awareness of the importance and value of Five Valleys' land conservation and stewardship program and, where appropriate, participate in the design of public programs in support of private land conservation organizations.
- Establish and maintain sound working relationships with other groups and organizations involved with issues of community development, land use planning, farming, forestry and other natural resource concerns.

Strategic Policy and Program Development 25%

- Recommend policies, programs and projects to the Board to fulfill, in the most effective manner, the land conservation and stewardship goals of Five Valleys.
- Using the strategic plan as a foundation, lead the organization toward future work.
- Convey priorities developed by land protection and stewardship staff to the Board.
- Assume responsibility and leadership for conservation results for local and regional priorities.
- Maintain awareness of private land conservation and stewardship programs and techniques throughout the country, keeping abreast of tools, laws, legal decisions, legislation, regulations and other developments affecting private land conservation.

Work Load and Time Commitment

As a professional, exempt position, the Executive Director is expected to strike a balance between the following:

- Having the responsibility and flexibility to meet the work load in a largely self-determined manner;

- Being responsive to organizational needs for accountability and presence in the office as determined by the Executive Committee and the Personnel Policy; and
- Completing work generally within the time allocated for the job.

The Executive Director is expected to apprise the Executive Committee if there are difficulties in finding a balance while meeting the expectations of the job description.

The Board of Directors may, from time to time, require the employee to work extra hours in order to attend specific meetings or to work on particular organizational activities.

Application Deadline: February 11, 2019

Application Process:

Applicants should submit a single PDF file containing their cover letter, resume, references with contact information, and a minimum of two letters of recommendation to FiveValleysEDsearch@yahoo.com. Please indicate "Executive Director Search" in the subject line. Only electronic applications will be accepted. Any questions or inquiries regarding this vacancy announcement or the Five Valleys Executive Director position should be directed to this same email address. Phone inquiries are not recommended.

Further information about Five Valleys Land Trust can be found at our website: fvlt.org

Five Valleys Land Trust is an Equal Opportunity Employer.