



POSITION TITLE:	Executive Director
REPORTS TO:	Board of Directors
STATUS:	Full-time, exempt
STARTING SALARY:	\$60,000 - \$70,000 DOE + generous benefits
LOCATION:	Salmon, Idaho
CLOSING DATE:	Open until filled; review of application will begin December 15, 2022.

Established in 2005, the Lemhi Regional Land Trust (LRLT) is an accredited land trust with 501(c)(3) nonprofit status, based in Salmon, Idaho is dedicated to conserving the central Idaho landscape, specifically our working lands, fish and wildlife habitats, and open spaces through voluntary conservation agreements and strategic land purchases. We also support the lifestyles of our community members by connecting them to the land, their agricultural heritage, and actively participating in various community partnerships and committees. Lemhi Regional Land Trust currently holds 13 conservation easements on 13,553 acres and 5 fee title owned properties across our service area of Lemhi and Custer Counties, Idaho. Our mission is *conserving landscapes and lifestyles in central Idaho*.

SUMMARY OF POSITION:

The Executive Director will coordinate and oversee all land trust operations, provide leadership and staff supervision to support achievement of Lemhi Regional Land Trust’s mission, vision, and organizational goals. The Executive Director will work closely with the Board of Directors to ensure the financial health of the organization and will monitor and report progress to the Board and/or standing committees on a regular basis. The Executive Director oversees the day-to-day activities of the organization and the management of the organization’s office, budget, staff, and properties, as well as its land acquisition, community outreach and fundraising activities. Provides leadership and support to the Board of Directors and is under the direction supervision of the Chairman of the Board and reports to the Board. The Board of Directors meets quarterly, and monthly as needed. Board Committee meetings occur throughout the year. The Board of Directors, Board Committees, and Executive Director collaborate to manage the Land Trust’s strategic plan and benefits to the community it serves. As the principal spokesperson of Lemhi Regional Land Trust, the Executive Director must display the highest standards of professionalism, cooperation and integrity and maintain positive relationships with landowners, funders, members of the community and our many conservation partners. The position is full time and will require evening and weekend hours and overnight travel.

QUALIFICATIONS:

- Bachelor’s degree with a concentration in nonprofit, business, project management; natural resources management; conservation; law; public administration; planning; or another related field of study.
- Minimum of five years of progressively responsible experience in an applicable field.
- Deep commitment to the conservation of rural working landscapes and wildlife habitats.
- Leader that can set a clear vision and create, support, foster, and thrive in a team environment.
- Demonstrated ability to think strategically, develop and manage complex projects from start to finish and ability to adapt to changing circumstances
- Demonstrated successful record of fundraising, grant writing, and managing a budget.
- Excellent written and verbal communication skills.
- Finely tuned negotiation and collaboration skills.

ESSENTIAL SKILLS & COMPETENCIES:

- Experience working with and developing positive and effective working relationships with landowners, government agencies, NGOs, community groups, conservation partners, and the public.
- Knowledge and experience with the policies and tools of voluntary private land conservation and conservation finance
- Strong and proven organizational skills and attention to detail.
- Excellent time-management skills with the ability to meet deadlines and independently prioritize multiple projects and complex tasks.
- Desire to be a team player and foster a collaborative team environment.
- Familiarity working in rural communities.
- Working knowledge of the Endangered Species Act and the National Environmental Policy Act
- Ability to represent LRLT, its mission, and core values on the job and in the community.
- Proficient with Microsoft Office Suite, Adobe, and willingness to learn new software programs.
- Valid driver's license and ability to drive on low maintenance roads in areas without phone service.

PREFERRED SKILLS & COMPETENCIES:

- Knowledge of the practices, principles, and techniques of private land conservation.
- Knowledge of conservation easements and other real property interests.
- Knowledge of current tax and conservation law.
- Knowledge of natural resource and conservation values and issues in central Idaho.
- Knowledge of or experience in endowment management, investment, and disbursement.
- Knowledge of and proven success in nonprofit fundraising channels (including securing grants, foundation relationships, major donor cultivation, planned giving, fundraising campaigns, sponsor development) and conservation funding sources, particularly from government agencies such as the NRCS and Office of Species Conservation.
- Demonstrated leadership experience in a nonprofit organization of comparable or larger size and experience leading, inspiring, and motivating staff, board, and volunteers.
- Proficient with Esri ArcGIS, QuickBooks, Little Green Light CRM program, and social media.

PREFERRED PERSONAL QUALITIES

- Respectful listener and communicator
- Non-judgmental relationship builder and desire to be a team player.
- Strive to embody, foster, and promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Courteous, dependable, and reliable
- Collaborative style that brings parties with differing interests to a common outcome
- Self-motivated, energetic, creative
- Ability to work independently with initiative, motivation, flexibility, and confidentiality
- Integrity in relationships and ethical in decision-making

CORE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

In coordination with the Board of Directors, identify, coordinate, and implement short- and long-term strategic goals and objectives. ED is accountable to the Board of Directors for setting timelines in reaching and achieving those goals. In concert with LRLT staff and Board, provide hands-on leadership related to organizing health, effectiveness, and financial sustainability, including:

- Provide vision, strategy, and/or direct leadership on core LRLT program areas (land conservation, restoration/stewardship, and community) as needed.
- Represent and advocate for LRLT to external audiences such as potential donors, volunteers, government agencies, community leaders, and partner organizations.
- Build collaborative partnerships to advance LRLT's strategic goals.
- Plan and oversee LRLT fundraising and community engagement and outreach events.

- Ensure compliance with Land Trust Alliance Standards and Practices to maintain Accreditation.
- Direct fundraising strategies and donor relations, including fundraising for operations and long-term stewardship and organizational goals (e.g., annual campaigns, one-time appeals, cultivation of major/planned gifts from individuals, foundations, and/or corporations).
- Support and manage staff to carry out LRLT programs/projects/stewardship as defined in LRLT's strategic goals and staff job descriptions.
- Develop and manage LRLT annual budget with support from other staff and the Finance Committee.
- Ensure appropriate financial control and management systems are implemented.
- Lead Human Resources compliance and activities such as recruitment, on-boarding, development and implementation of training and work plans, complaint resolution, and performance reviews and improvement plans.
- Lead efforts to engage, recruit, and develop qualified, diverse candidates for standing committees and the Board of Directors, and provide administrative support to the Board in appointing and onboarding new members.

WORKING CONDITIONS

Work is performed in the office as well as in the field. Office work involves extended sitting at a desk and working on a computer. Field work includes, walking on uneven ground carrying up to 20 pounds and travelling to remote, isolated areas that lack phone service. Travel is required to remote and isolated project sites, meetings, speaking engagements, workshops, professional associations, and other events which requiring land trust participation and may be overnight.

BENEFITS

- 2 weeks paid vacation with gradual increases to 3 weeks after 5 years and up to 4 weeks after 10 years and the ability to rollover 1 week of vacation per year;
- 3 days of paid personal leave and 13.5 paid holidays;
- 9 days of sick leave with the ability to rollover unlimited days.
- 4 weeks paid family leave;
- Health Insurance Stipend;
- Matching retirement contributions up to 5%.
- Training opportunities

If you meet 75% of the above qualifications, you are encouraged to apply.

TO APPLY:

Interested applicants should submit a cover letter, resume and three professional references via email to Bob Russell, Chairman of the Board, at: jobs@lemhilandtrust.org.

No in-person applications will be accepted. If you need accommodations for submission of a paper application, please email the above address or call (208) 940-0213. Position is open until filled. LRLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work.

For information about Lemhi Regional Land Trust, visit www.lemhilandtrust.org.