

The Mountain Area Land Trust ***Executive Director***

The Mountain Area Land Trust (Land Trust)* seeks a professional, energetic, articulate and experienced person to become its full-time Executive Director. The Executive Director is responsible for the successful overall management of the Land Trust within the financial limits established by the Board of Directors. The Executive Director will advance the Land Trust's conservation easement, land stewardship, fundraising and general operation functions to improve the organization's success in achieving its mission*. The salary and benefits will be commensurate with the qualifications and experience of the person hired.

Qualifications

- Commitment to the mission of the Mountain Area Land Trust
- Demonstrated success in fundraising: individuals and foundations
- A proven leader in the conservation arena, including demonstrated experience in conservation real estate transactions
- Demonstrated success as a manager to motivate, lead, set objectives and manage performance
- Demonstrated success in working with non-profit (or comparable) Board of Directors
- Familiarity with accounting practices
- Strong written/verbal communication skills, excellent interpersonal skills, ability to speak before groups, and ability to lead as well as function as a team member

Duties & Responsibilities

Development

- **General Fundraising** – Directs and supervises all fundraising, endowment and membership development activities. Creates a comprehensive fundraising plan that is consistent with the Land Trust's budget and works closely with the Board and fundraising staff to implement the plan
 - **Membership** – Retains and increases membership donor base
 - **Business** - Researches and cultivates increased corporate sponsorships working with the Board
 - **Large Donor** – Researches and meets regularly with potential major donors to develop relationships that will lead to major gifts
 - **Planned Giving** - Develops and institutes a planned giving program
 - **Grants** - Researches funding sources, writes and manages grants. Meets regularly with representatives of granting organizations/foundations to develop relationships that will secure funding
 - **Events** – Manages fundraising events and suggests ways to improve and enhance net revenue generation

Land

- **General Land Conservation** – Leads and oversees the implementation of the land protection program, including strategic conservation planning, and the acquisition, establishment and stewardship of conservation easements
 - Manages and mentors the land staff and professional consultants
 - Provides guidance to staff in negotiating and carrying out complex real estate transactions
 - Explores and develops land conservation tools available to the Land Trust
 - Leads and oversees the Land Trust’s Stewardship Program in compliance with LTA standards
 - Manages Stewardship staff and volunteers

Financial

- Prepares and monitors annual budget and financial reports; works with the bookkeeper to ensure timely and proper government filings; provides cash flow management projections and regular monitoring; assures prompt payment of all payroll taxes and preparation of year-end reports to all required governmental agencies

Management

- **Board** - Works closely with the Board President to plan Board meetings; ensures Board members understand their roles and facilitates their active participation in helping the Land Trust achieve its mission; works with Executive Committee of the Board to establish, staff and schedule any necessary committees that will enable the Board to operate more efficiently and effectively; creates policy recommendations for the Board.
- **Staff** - Recruits, hires, trains, supervises, evaluates, terminates (in coordination with the Executive Board) and manages all personnel
- **Marketing** - Represents the Land Trust in the community as a spokesperson; works with staff to create and implement education and outreach programs of the Land Trust; establishes and maintains relationships with area media, presents programs at community meetings and other forums through newsletters, brochures, web site, public events and press releases; develops and implements a long-range public relations program working with the Board
- **Volunteer** - Coordinate volunteer recruitment and retention
- **General Management** - Maintains a climate that attracts, keeps and motivates a diverse staff; ensures that proper policies and procedures are in place to operate the Land Trust in an effective, efficient and legal manner; oversees all record-keeping including but not limited to accounting, conservation easements, easements stewardship and database and donor records; responsible for the acknowledgement of donations; executes and administers service contracts with consulting staff and other service providers; is responsible for corporate record keeping and reporting; responsible for corporate compliance with all applicable laws; responsible for overseeing and completing the LTA accreditation; manages information technology for the office.

* DESCRIPTION AND MISSION: Founded in 1993, the Mountain Area Land Trust is a private, 501(c)3 nonprofit organization committed to preserving open areas, wildlife habitat, and agricultural lands with significant scenic and environmental value through cooperative, non-adversarial means, in the foothills west of Denver, Colorado in Jefferson, Clear Creek and Park Counties. The organization has received overwhelming support from the community. MALT holds approximately 7,230 acres in conservation easements and has facilitated the preservation of an additional 5,022 acres through partnerships. EOE

Please send resumes to Mountain Area Land Trust, P.O. Box 4063, Evergreen, CO 80437
or email to MALT@savetheland.org.
www.savetheland.org.