



## Position Description for Executive Director

### Summary

The Executive Director, as the key employee of Rensselaer Land Trust, operates under the general direction of the Board of Directors and reports directly to the President of the Board. The job entails planning for and administering services to fulfill the Land Trust's mission in a manner that achieves optimum results in relation to the organization's resources.

### A. Organizational Structure; Resources

Works with the Board of Directors and administers staffing resources in the following manner.

Board of Directors: All policies, programs and transactions require authorization by the Board of Directors. Develops and recommends to the Board specific short- and long-range plans for the growth of the organization's policies and programs in accordance with the Position Priorities below. Recommends operational policies to the Board and assists in the formulation of such policies in accordance with the Position Priorities. Routinely reports to the Executive Committee and the Board on status of all projects, programs and transactions.

Staffing Resources: At this time Rensselaer Land Trust has four paid part-time employee positions; the Executive Director (25 hours/week) the Development and Communications Manager. (30 hours/week), seasonal Stewardship Coordinator (15 hours/week, 6-months), and Land Protection Manager (Variable, grant funded hourly position). The Land Trust is primarily a volunteer-based organization. The Board of Directors, along with several committees, plays an active, "hands-on" role in both defining the policies and implementing the activities of the organization. The Executive Director coordinates with Board members and committees for each of the Position Priorities identified below. In some instances, the Executive Director will be the lead in implementing decisions that have been made; in other instances, a Board member or committee member will be the lead. In all instances, the Executive Director provides counsel and advice. To achieve an effective division of labor, the Executive Director must be able to allocate time and responsibility according to both the Position Priorities and the requirements of the specific project or task.

Supervises paid staff in the performance of their duties, evaluates the performance of staff, and provides overall control and direction for the personnel function, including active participation in or approval of personnel actions.

### B. POSITION PRIORITIES

Below are the basic job responsibilities in order of importance and concentration.

#### 1 Fundraising and Development 50%

- Serves as the primary development officer in planning fundraising activities and grant writing.
- Assist in developing, maintaining, and supporting a strong Board of Directors.
- Grow and broaden a funding base from individual donors, foundations, government sources, and businesses.
- Chair Fundraising Committee.

- Design and manage annual fundraising calendar, including appeals, annual report, and other touchpoints, in collaboration with the Fundraising Committee.
- Write grants for land acquisition, stewardship projects, and operational funding.
- Build and cultivate relationships with partner organizations to secure RLT's long-term goals.
- Design and implement fundraising events with the Fundraising Committee.
- Support the Board in preparing RLT's multi-year strategic plan and monitor the organization's progress against goals and objectives.
- Prepare reports on the activities of the organization and progress toward meeting goals and strategic objectives.
- Ensure compliance with LTA accreditation requirements and lead accreditation renewal process.

## **2 Land Conservation and Stewardship 20%**

- Identify and pursue new land conservation opportunities, in collaboration with the Acquisition Committee and guided by RLT's land conservation plan.
- Engage landowners in conservation inquiries, provide information, and build relationships.
- Manage land conservation transaction process in compliance with LTA practices.
- Support the Stewardship Committee through the implementation of trail construction and improvements, visitor amenities, and invasive species management.
- Maintain, update, and revise fee simple land management plans, in compliance with LTA practices, and in collaboration with Stewardship Committee
- Oversee the annual inspection and monitoring of RLT's conservation easements.
- Support work to resolve encroachments or other violations.

## **3 Community Relations 15%**

- Serve as spokesperson for the organization to supporters, the public, and media.
- Write text and support preparation online newsletters, E-News, annual report, and other communications.
- Advocate for federal/state/regional land conservation initiatives and related legislative activities, as approved by the Board.

## **4 Organizational Operations 10%**

- Inspire and motivate a highly-skilled and committed team, including Board, Staff, and volunteers.
- Manage Communications and Fundraising Associate; Stewardship Coordinator; and other future staff members.
- Oversee day-to-day operations and ensure that management systems are in place.
- Ensure that the Board has access to all information needed to carry out its governance responsibilities, including regular meetings with Board President, Executive Committee and others.
- Work with the Board to recruit new directors and provide orientation and training.
- Work closely with the Board to ensure compliance with RLT's bylaws, policies, LTA Standards and Practices, and the legal requirements of a non-profit organization.

## **5 Financial Management 5%**

- Support Board committees with budget preparation, progress reports, financial performance, annual audit, and tax filings.

**Schedule, Salary and Work Location:**

This position allows for a flexible schedule. Expected effort is 25hours/week and could be combined with the Land Protection Manager position for a qualified candidate. As a standalone position, budget allows for an annual salary of up to \$43,750, and RLT is willing to work with the successful candidate on scheduling.

Vacation, Sick days, paid holidays. Worker's Comp and Disability. No additional benefits are offered at this time.

Position can be done remotely with coordinated in-person meetings, so long as the RLT Office Computer is kept up to date.

The Rensselaer Land Trust is an equal opportunity employer.

**To Apply BY JULY 1 , 2022:**

Send Cover Letter, Resume and Writing Sample to:

1. [RensselaerLandTrustEDSearch@gmail.com](mailto:RensselaerLandTrustEDSearch@gmail.com) OR
2. Mail to ED Search, RLT, 415 River Street, Troy, NY. 12180

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