



**Wild Rivers Land Trust  
Executive Director  
Position Announcement**

**Position: Executive Director, Wild Rivers Land Trust**

**Office Location: Port Orford, OR**

**Compensation and Benefits:** Salary is commensurate with experience and ranges from \$60,000 – \$70,000 plus a self-directed benefits package of 14% of salary towards health care and/or retirement.

**Anticipated Start Date: May 2022**

**To apply: Send cover letter, resume and writing sample to: Ann Schmierer**

[ann@wildriverslandtrust.org](mailto:ann@wildriverslandtrust.org) To be considered for the initial round of interviews, submit your application no later than February 1, 2022; however applications will be accepted after that date and until this position is filled.

**About the Wild Rivers Land Trust**

In 2000, the Wild Rivers Land Trust (originally known as Elk River Land Trust) began with a handful of like-minded residents passionate about conserving land along the Elk River. Their goals were the same as ours are today—to engage our communities in the preservation of our natural world in order to better ensure a healthy, sustainable planet for all. In 2014, we changed our name to Wild Rivers Land Trust to reflect a significant expansion of our service area. We expanded again in 2018, to cover all of Coos and part of southern Douglas counties to bring our conservation services to people and communities that needed them. The Land Trust currently serves 2.3 million acres on Oregon’s south coast throughout Coos, Curry and southern Douglas counties. Service area: [www.wildriverslandtrust.org/conserved-land/protected-places/](http://www.wildriverslandtrust.org/conserved-land/protected-places/).

In 2018, Wild Rivers Land Trust began the process to become a fully accredited land trust through the Land Trust Accreditation Commission, the nationally-recognized body that accredits and reviews land trust actions, standards and practices. This is a rigorous process, and the Commission announced in August 2019, that WRLT became one of just over 400 land trusts to achieve that distinction. Accreditation has strengthened the Land Trust and new partnerships and land acquisitions have happened as a direct result of being accredited. It also provides landowners, funders, conservation partners and communities the assurance that Wild Rivers Land Trust operates under the state-of-the-art land conservation standards and practices.

**Our Vision**

We envision a future where clean water, abundant salmon runs, sustainable working lands, and prospering rural communities forever define Oregon’s southern coast.

**Our Mission**

To keep the irreplaceable lands and waters of the southern Oregon coast forever wild and abundant.

## Summary of Duties

The Executive Director is responsible for growing WRLT to meet the conservation needs of our service area, strategic leadership, and day-to-day operations of WRLT. It is a full time salaried (“overtime exempt”) position. The Director is the primary spokesperson for WRLT and leads a team of staff (currently - Conservation Director 1 FTE, Development Specialist 0.75 FTE), contractors and volunteers. Successful fundraising in partnership with the Board is a key measure of success for the Executive Director.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the Executive Director and the Board expects the position to evolve as time progresses.

## Responsibilities

**50% Acquire Funding to Grow and Sustain WRLT** This is the primary responsibility of the Executive Director. Leads the Funding Committee to increase and diversify revenue with a focus on individuals and major donors. The Executive Director leads the implementation of the fundraising plan while identifying, cultivating and soliciting potential donors and building membership. Actively seeks and writes grants to cover staff, operational and project requirements related to the mission and strategic plan and undertakes grant management and reporting.

**25% Communications & Representing WRLT** Serves as the public face for WRLT and works directly with the Board of Directors to build the organization’s reputation, name recognition and professional status with the public, non-governmental organizations, state and federal agencies, county and city governments and Tribes. Oversees appropriate communications among these groups and with the WRLT membership with a particular focus on increased fundraising and Board development. Works with the Board Development Committee to recruit, orient, train, and evaluate Board members to insure a highly committed and sustainable Board of Directors.

**15% Administrative, Financial Management and Staff Supervision** Completes administrative activities necessary to manage a non-profit land trust in an effective manner. In collaboration with the Board develops and implements strategic plan goals and work plans. Works directly with Treasurer and contract Financial Officer to establish an annual budget based on revenue sources, strategic goals, and other appropriate budget protocols. Implements and tracks the approved annual budget, insuring accountability and transparency of funds. Provides direction to all WRLT staff/contractors while supervising and evaluating their work performance. Hires staff, writes job descriptions and delivers performance reviews. Maintains Land Trust Accreditation.

**10% Conservation Projects** Coordinates with WRLT staff on planning and execution of real estate transactions, strategic conservation planning and stewardship of protected properties. Provides review of documents related to real estate transactions and monitoring of fee lands and conservation easements.

## Qualifications

- Appropriate degree in a related field and at least 5 years nonprofit management or comparable experience

- Firm grasp of land conservation and stewardship strategies and techniques
- Persistent and positive individual who has vision and a passion for the land and community
- Exceptional skills in fundraising and Board development
- Strong leadership skills with an ability to connect and communicate well with a diverse range of communities and individuals
- Strong commitment to diversity, equity and inclusion
- Strong knowledge of the service area, its political dynamics and conservation issues
- Successful experience as administrator or manager with progressively responsible management experience
- Proven ability to manage multiple projects and assignments simultaneously and meet deadlines
- Excellent organizational, presentation, and verbal and written communication skills.
- Experience developing public outreach strategies and proven ability to work with the media
- Demonstrated ability to supervise, coach and mentor staff and volunteers
- Solid understanding of the 501(c)3 legal and operational framework
- A demonstrated ability to exercise sound judgment, and use of initiative and innovation
- Demonstrated ability to manage time, workload, and stress in a fast-paced, multi-tasking environment
- Strong computer skills
- Demonstrated ability and willingness to work independently with minimal day to day supervision
- Willingness to work outside the office around the service area, including frequent driving and after hour meetings.

**Supervision:** The Executive Director reports to the WRLT Board of Directors and is supervised by the WRLT Board President or other designated member of the Board. The WRLT Executive Committee serves as the organization's Personnel Committee.

**Special Job Requirements:** Constant travel around the WRLT service area, flexible work hours, including some weekend and evening hours on short notice. A valid driver's license is required and the successful applicant will undergo a full background check. WRLT office is smoke free.

**Physical Demands:** The Executive Director regularly uses a computer/phone, walks, bends, and leads outdoor tours and hikes on rugged terrain. Must be able to maneuver, lift and carry event materials, packages and supplies up to 35 pounds.

**For additional information about the Wild Rivers Land Trust, see:**

<https://www.wildriverslandtrust.org/>

**The Wild Rivers Land Trust is an equal opportunity employer**