



## Executive Director Position Description

**About the Land Trust of the Treasure Valley.** The Land Trust of the Treasure Valley (LTTV) works with private landowners, neighborhoods, and public agencies to protect open space in southwest Idaho, focusing on the Boise Front and the Boise River. We acquire land and easements, protect and restore natural areas, introduce people of all ages to an outdoor environment, and coordinate hands on the land projects such as trail work and habitat restoration. We received accreditation in 2018. Since our founding in 1996, LTTV has partnered with families, municipalities, agencies and organizations to conserve open space and create recreational trails from the Boise Ridge to the city. For more information about LTTV and its programs, visit [www.lttv.org](http://www.lttv.org).

**Essential Functions.** As the chief executive officer of LTTV, the Executive Director will provide professional oversight of the organization and its professional staff of three, ensuring that the land trust is managed effectively to achieve its mission. He or she must be an excellent communicator, strong leader, motivator and team builder, and uphold the highest ethical standards at all times. In collaboration with the Board of Directors and staff, he or she will be able to articulate and convey a vision for the future of LTTV and translate strategic goals into achievable objectives.

As the lead fundraiser for the organization, the Executive Director will develop, sustain, cultivate, and identify new sources of philanthropic support, including major donor gifts, foundation support, planned giving, and business donations. The Executive Director will oversee the fiscal operations of the organization.

The Executive Director must be able to provide leadership and identity for the organization within our service area. He or she will maintain and expand strong relationships with our members, easement donors, financial supporters, government officials and agency and foundation partners.

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## Specific Duties

### MANAGEMENT

- Supervise staff, provide mentoring and leadership and create a positive working environment.
- Develop and monitor an annual budget and provide overall management of the fiscal operations of LTTV in cooperation with the Board Treasurer.
- Prepare, with the Board of Directors, strategic plans and annual operating plans, and ensure their implementation.
- Ensure board and staff compliance with all internal policies and procedures, legal requirements, and financial standards. Maintain status as an accredited land trust.
- Work with the Board President to coordinate the efforts of the Board of Directors, including planning, governance, and fiduciary oversight.

### RELATIONSHIPS & COMMUNICATIONS

- Articulate and expand a vision for our regional mission and oversee the expansion of the organization's outreach through effective branding, messaging and other marketing strategies.
- Establish and maintain strong, positive working relationships with a wide range of partners and stakeholders.
- Represent LTTV to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners.
- Communicate LTTV's vision and exemplify its core values in public speaking situations as well as individual meetings and group settings.
- Demonstrate political sensitivity when conducting the affairs of the land trust.

### FUNDRAISING

- Lead the identification, cultivation, and solicitation of major donors in association with the Board of Directors.
- Identify, cultivate, and secure public and foundation funds for unrestricted and restricted uses.
- Strategically identify and execute additional development programs, including planned giving and capital campaigns.
- Oversee the management of LTTV's membership program.

### PROGRAMS

- Ensure that the organization achieves its land conservation, trails and community education mission in a highly strategic and focused manner.

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### **Qualifications, Skills, and Abilities**

- Advanced education and at least five years experience in related field.
- Experience achieving fundraising goals especially major donor cultivation and stewardship as well as developing, sustaining, and identifying new sources of financial support.
- Demonstrated leadership skills, including facilitation of and experience working with a non-profit Board of Directors.
- Excellent public speaking as well as interpersonal communication skills.
- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders.
- Experience in financial management.
- Commitment to the mission of LTTV.
- Knowledge and experience with Idaho/the Mountain West and its physical, social, and cultural environments are preferred, but not required.

### **Compensation**

Salary range and benefits for the position are competitive and dependent upon experience. This position is full-time exempt.

### **To Apply**

Email a letter of interest, resume, and three references to LTTV Board President, Anne Woodhouse at [LTTV.search@gmail.com](mailto:LTTV.search@gmail.com) with "Executive Director Search" in the subject line. Applications are only accepted electronically; no calls please. Application review begins October 26th and closes Nov 19<sup>th</sup>. It is our intent to bring the new leader onboard on or before January 15<sup>th</sup>, 2019. LTTV is an equal opportunity employer.

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