



## **EXECUTIVE DIRECTOR Job Description**

### ***General Responsibilities:***

*The Executive Director's responsibility is to ensure the organization fulfills its mission of conserving Wyoming's working agricultural lands, which also provide open space, wildlife habitat, and other environmental benefits for future generations through sound business practices, high ethical standards, and the management of reputational risk.*

*The Executive Director oversees administration, finance, and management one of the largest regional land trust in the United States (by acres conserved). Works closely with the Board of Directors and stakeholders to create and implement organizational strategies and objectives.*

### ***Specific Responsibilities:***

#### **Organizational Oversight**

- Oversees the fiscal operations of the organization
  - Create annual budget to be approved by the Board of Directors
  - Approve all expenditures within the annual budget and review transaction records
- Ensures the organization remains in good legal standing and adheres to policies approved by the Board of Directors.
- Oversees implementation of Land Trust Alliance Standards and Practices and accreditation and renewal
- Ensures that sound internal organizational procedures are developed and maintained
- Determines staff responsibilities, salaries, benefits, and bonuses
- Hires, evaluates, and terminates staff and provide opportunities for training and advancement

#### **Board Support and Development**

- Keeps the board informed about the activities and financial status of the organization
- Makes policy recommendations to the Board of Directors and supplies them with the necessary information to aid in their decision making and strategic planning
- Ensures board members understand their roles and facilitates their active participation in helping the organization achieve its mission
- Assists the board with identifying board prospects and with the orientation and training of new Board members
- Oversees development and implementation of annual work plans
- Prepares agendas, and oversees the preparation of minutes and reports for board and committee meetings

### **Conservation Easements**

- Leads and oversees the implementation of the land protection program, including strategic conservation planning, and the negotiation, acquisition, and stewardship of conservation easements
- Provides guidance to staff in negotiating and carrying out complex land transactions
- Explores and develops land conservation tools
- Explores and develops conservation easement funding sources

### **Outreach**

- Publicly represents the organization and assumes the role of chief media contact
- Is a visible spokesperson for the organization at events, meetings, and conferences
- Coordinates and communicates regularly with the Wyoming Stock Growers Association

### **Fundraising**

- Leads organization's fundraising efforts
- Works with the board to design and implement annual fundraising campaigns to support the operating budget
- Researches funding sources, writes and manages grants
- Meets regularly with granting organization/foundations to develop relationships
- Meet regularly with major donors and prospects

### **Policy**

- Serves as primary lobbyist at Wyoming Legislature on matters which directly affect the work of the organization
- Serves as primary contact and staff liaison to the Partnership of Rangeland Trusts and the Land Trust Alliance and collaborates with others to develop and further national and state policy affecting the conservation of private land
- Maintains a good working relationship with the Wyoming Governor and Congressional delegation in order to further the presence and objectives of the organization and the goals of the broader land trust community when appropriate

*Submit resume and references to Board Chairman, Heath Hunter:*

*hhunter@warbonnetinc.com*

*Salary commensurate with experience.*

*Health, dental, and vision insurance provided. 401 (k) retirement plan. The*

*Wyoming Stock Growers Land Trust is an Equal Opportunity Employer.*