



## **Executive Director Position Description**

### **Wyoming Stock Growers Land Trust (Land Trust)**

**Mission:** Conserving Wyoming's working agricultural lands which also provide open space, wildlife habitat, and environmental benefits for future generations.

### **Position Summary**

The Executive Director (ED) is the chief executive and spokesperson for the Land Trust, reporting to the Board Chair on behalf of the Board of Directors. The ED is responsible for fulfilling the organization's mission through effective management, adherence to ethical standards, and reputation stewardship while upholding the Land Trust's mission, vision, and policies.

### **Key Responsibilities**

#### **Vision & Strategy**

*Summary:* The ED is responsible for setting and advancing the Land Trust's strategic vision and long-term goals in collaboration with the Board and staff.

- Collaborate with the Board and staff to develop and implement annual and strategic plans.
- Align organizational activities and growth initiatives with Land Trust's mission and vision.
- Lead strategic discussions with the Board and staff to address challenges, emerging opportunities, and organizational priorities.

#### **General Management & Fiduciary Responsibility**

*Summary:* The ED ensures the efficient operation of the Land Trust, maintaining compliance with Land Trust Alliance (LTA) standards and internal policies.

- Oversee day-to-day operations and ensure alignment with organizational goals and policies.
- Maintain accreditation by adhering to LTA Standards & Practices.
- Develop, implement, and monitor internal policies and procedures, ensuring Board-approved guidelines are followed.
- Ensure compliance with local, state, and federal operational requirements.

#### **Financial Management**

*Summary:* The ED manages the financial health of the Land Trust, guiding budgeting, financial reporting, and resource allocation.

- Lead annual budgeting in collaboration with the Board, ensuring alignment with organizational priorities.
- Oversee fiscal operations, including monthly financial reporting and trend analysis for Board review.
- Ensure the accuracy and timeliness of audits, tax filings, and financial records.
- Monitor Land Trust's investment accounts and manage long-term financial planning for stability and sustainability.

#### **Development**

*Summary:* The ED drives the Land Trust's development efforts, working with the Board and staff to secure funds, build partnerships, and cultivate donor relationships.

- Develop and implement annual fundraising plans, including donor cultivation, grant writing, and campaign management.



- Establish and maintain relationships with donors, grantors, and partners to meet the Land Trust's revenue goals.
- Work with staff to identify, build, and maintain sustainable funding opportunities and long-term partnerships.

### **Conservation & Stewardship**

*Summary:* The ED oversees the land protection program, ensuring all conservation efforts support the Land Trust's mission and meet LTA standards.

- Lead conservation planning, conservation easement acquisition, and stewardship activities.
- Ensure conservation projects align with the Land Trust's mission and comply with LTA standards.
- Advocate for conservation funding and maintain relationships with policymakers and agencies to support Land Trust's goals.
- Provide strategic guidance in implementing and improving transactional processes, while supporting staff through complex land transaction negotiations and coordinating with consultants for specialized project needs.

### **Staff Development & Management**

*Summary:* The ED is responsible for creating and maintaining a productive, professional, and motivated team aligned with the Land Trust's strategic goals.

- Develop an effective staffing structure to deliver high-quality programs and services.
- Lead the recruitment, training, and supervision of Land Trust staff, fostering a high-performing team aligned with the organization's mission and values.
- Cultivate a positive work environment by promoting ongoing professional development, supporting employee wellness, and implementing constructive performance management.
- Manage staff compensation packages, job descriptions, and career development opportunities.

### **Communications & Outreach**

*Summary:* The ED leads the Land Trust's communications and outreach efforts, serving as the primary public representative.

- Oversee external communications, including media relations, print and digital messaging, and public outreach events.
- Build the Land Trust's visibility through active community engagement and strategic partnerships.
- Maintain strong relationships with landowners, stakeholders, and collaborators to foster ongoing support.
- Represent the Land Trust at relevant associations and events to advance the organization's mission.

### **Board Development & Support**

*Summary:* The ED serves as the liaison to the Board, ensuring they have the information and support needed to fulfill their governance responsibilities.

- Provide timely and accurate updates on the Land Trust's operations, financial status, and strategic priorities.
- Work with the Board Chair on agenda preparation, meeting materials, and committee reports.
- Assist with Board member recruitment, onboarding, and training, ensuring alignment with organizational goals.
- Support Board development through regular updates, recommendations, and strategic guidance.