



**Job Title:** Executive Director

**Salary Range:** \$60,000 - \$75,000

**Office Location:** Seattle, WA

**Reports to:** Board of Directors

**Status:** Full-time, Exempt

**Appl. Deadline:** Applications submitted by Thursday, May 3, 2018 will receive priority consideration.

The Washington Association of Land Trusts (WALT) is a non-profit organization dedicated to serving land trusts through advocacy, networking, and training. WALT is the collective voice of the land trust community. WALT was formed in 2008 when land trusts from across the state came together to strengthen their collective ability to protect our state's most important places. Today, WALT unites 25 nonprofit land conservation organizations across the state of Washington.

We seek an exceptional Executive Director to build on past significant success and to lead the association to new levels of achievement. The Executive Director will work with a supportive board, manage and collaborate with a small staff, cultivate engaged donors and help us achieve our next stage of growth.

Most importantly, this is an opportunity to do meaningful work advancing the conservation and stewardship of what is, unequivocally, one of the most beautiful and vibrant places on the planet.

### **Position Summary**

The Executive Director leads a diverse coalition of land trusts to strengthen voluntary, private land conservation throughout Washington. The Executive Director is the public face of the Association and maintains strong relationships with members, partners, donors, state and federal agencies, elected officials, and Land Trust Alliance. The Executive Director is responsible for advancing the Association's mission, ensuring organizational sustainability, supervising staff, and supporting the Board of Directors.

### **Essential Responsibilities**

#### **Strategic Leadership and Management (25%)**

- Lead the Board and staff in creating a strategic vision for the Association and in implementing the vision in collaboration with partners and stakeholders.
- Lead and manage staff in implementing the Association's public policy, outreach, fundraising and training/networking programs.
- Ensure organizational sustainability through maintaining long-term financial health, conforming to legal requirements, and implementing appropriate organizational policies.
- Develop an annual budget and program of work for the Association.

### **Fundraising (30%)**

- Raise funds from individuals, foundations, businesses and others to support the Association's operations and programs.
- Build relationships with public and private funders that support the work of land trusts working on local, regional or statewide conservation projects.

### **Public Policy (20%)**

- Engage Association members in statewide advocacy to address policy and legislative issues of statewide and/or regional concern to land trusts.
- Develop partnerships, build coalitions and mobilize financial, community and political support for key policy and legislative initiatives.
- Work to improve policymakers' and legislators' understanding of Washington land trusts.
- Increase public funding opportunities for conservation via policy and legislative initiatives.
- Serve as spokesperson for the Association and its members on policy issues impacting land conservation.
- Work with Land Trust Alliance policy staff on initiatives relating to federal legislation and communicate with federal legislators.

### **Training and Networking (15%)**

- In collaboration with partners, continue to grow the Association's biennial conference, known as Land Camp, to provide educational programming and networking opportunities for members.
- Facilitate training and networking opportunities for staff of the Association's member organizations.

### **Outreach (10%)**

- Raise awareness about the important contributions Washington's land trusts make to our communities through sharing inspiring stories with partners, donors, stakeholders, policymakers, the media, the general public and others.
- Ensure that the Association's communications with members and the public present a consistent Association brand, showcase the Association as a collaborative organization and a voice of authority on land conservation issues.

### **Qualifications**

- Sincere commitment to the mission, values and goals of Washington Association of Land Trusts.
- Bachelor's degree in a field related to WALT's purpose, or equivalent experience and expertise.
- Three or more years of experience in nonprofit leadership, involving aspects of program management, staff supervision, donor relations, public outreach and financial management.
- Ability to lead staff and volunteers in achieving successful outcomes.
- Experience working with a volunteer Board to utilize their diverse skills and expertise in furthering an organization's mission.
- Demonstrated success in fundraising, particularly in the areas of annual giving, major donors and foundations.
- Experience influencing policy and legislation at the state and/or federal level, preferred.
- Experience in and an aptitude for connecting with people and telling inspiring stories in one-on-one conversations, when speaking to large groups, and in writing.

- Strategic thinker with an ability to identify future risks and opportunities, and develop adaptive mechanisms.
- Ability to work in an office setting and operate a computer, copier, phone, and other office equipment.
- Proficient in MS Office programs, with expertise in Word, Excel and PowerPoint. Experience with web-based applications such as Mail Chimp, WordPress, and Google Drive a plus.
- Valid WA driver's license and ability to travel to meetings and events.

## Leadership Characteristics

- Purposeful and visionary
- Fosters team work and collaborative
- High interpersonal intelligence
- Strategic focus
- Sustainable productivity
- Integrity

## Compensation and Benefits

The Washington Association of Land Trusts offers a competitive salary, comprehensive benefits package and a supportive and positive work environment. The benefits package includes generous paid vacation, holidays, and sick leave. Benefits include health, dental and vision insurance for full time employees. We also offer a match (up to 3% of annual salary) to employees' retirement plans. Healthy, happy staff are an important element to our success and we believe in work / life balance.

## How to Apply

Please submit a cover letter and resume to [jobs@walandtrusts.org](mailto:jobs@walandtrusts.org) with the subject heading:  
Job Application: Executive Director – (your last name).

In your cover letter, please address the following:

1. Why does working with the land trust community to conserve forests, farmland, and shorelines in Washington matter to you?
2. What do you consider your most important skills that qualify you to assume the responsibilities of this position?
3. Raising funds from individuals and foundations to support the Association's operations and objectives is an important part of this job. What makes a donor give?

Applications submitted by **Thursday, May 3, 2018**, will receive priority consideration. No calls please.

## Equal Opportunity Employer

The Washington Association of Land Trusts is an equal opportunity employer. We seek to employ and promote the best-qualified employees and encourage applicants for employment from all races, creeds, colors, genders, national origins, religions, sexual orientations, ages and disability status.