

**Payette Land Trust**  
*Preserving Idaho's Beauty*

**Payette Land Trust**  
Job Description - Executive Director

**JOB TITLE:** Executive Director-Payette Land Trust

**COMPENSATION:** Salary, exempt, based on qualifications:

**LOCATION:** The Payette Land Trust office in McCall Idaho, and field work throughout Valley, Idaho, Adams and Washington counties. Office is located at 309 E Lake Street, McCall, Idaho 83638.

**SUMMARY OF POSITION:**

The Executive Director is the chief executive officer and works under the guidance of the President and in consultation with the Board of Directors and board committees. Primary responsibilities include budgeting, communications including website management and IT presentations, education, fund raising, marketing, organizing, meeting management, and reporting.

**DUTIES:**

Develop and implement both an annual Operational and a Strategic Plan.

Draft and manage budget

Direct and conduct fundraising and membership development activities, including designing and implementing fundraising and membership solicitations, and seeking financial support, grants, contracts and other assistance from individuals, foundations, corporations, and public agencies.

Build and maintain personal relationships with grantors, donors, members, other Land Trusts in Idaho and the Land Trust Alliance.

Direct and conduct organizational management functions, including the preparation and management of meeting agendas, budgets, reports, financial investments, policies and plans.

Develop public communications program including website maintenance, publication of newsletter, news releases and informational materials.

Work effectively with Board of Directors and volunteers.

Provide support to the Board of Directors, its officers and committees.

Develop collaborative relationships with local, regional, state and national conservation agencies and organizations.

Oversee program of voluntary land preservation, land acquisition, conservation easements, stewardship and monitoring.

Organize meetings and conferences, and conduct presentations about Payette Land Trust.

**QUALIFICATIONS:**

A 4-year degree, preferably in natural resources management, business administration or a related field and /or experience in resource management, business, non-profit management, fundraising, real estate, marketing or a related field.

Effective experience with fundraising and management of a non-profit organization.

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Effective writing skills, including grant applications.

Skill in public speaking, and ability to represent the Trust in a public forum.

Ability to interact well with a wide variety of people, including ranchers, farmers, developers landowners, government officials, the press, scientists, donors, the general public, and a diverse Board of Directors.

Ability to manage, motivate, and direct board and volunteers.

Ability to combine sound business sense and judgment with a strong commitment to the protection of the unique ecological, scenic and diminishing natural resources of Adams, Valley, Idaho and Washington counties.

Must act in a professional manner.

Proficiency with computer applications and office systems.

**WORKING CONDITIONS:**

Work is performed in an office as well as in the field. Travel is required to meetings, speaking engagements, workshops, professional associations, and other events requiring Trust representation.

Payette Land Trust is an equal opportunity employer.