



DOUGLAS LAND CONSERVANCY

GENERAL DESCRIPTION

Douglas Land Conservancy (DLC) is a nonpolitical, nonprofit land trust dedicated to the protection and conservation of the natural character, habitats, ecosystems, and open space of Douglas County and other areas along the Front Range region of Colorado. Douglas Land Conservancy is made up of citizens concerned about land conservation and smart growth in our region of Colorado. Based in Castle Rock, Colorado since 1987, DLC serves primarily Douglas County. However, recognizing the importance of a regional approach in land conservation DLC has recently broadened its focus to support surrounding counties, including Jefferson and Elbert.

Today, we are actively preserving and stewarding over 26,757 acres in Douglas, Jefferson and Elbert Counties through conservation easements.

POSITION DESCRIPTION

The Executive Director is responsible for all aspects of DLC's business operations including day to day functions, stewardship, fundraising, and management of the organization. The Executive Director facilitates easement and land protection acquisitions, functions as the primary spokesperson for DLC, ensures Land Trust Alliance (LTA) Standards and Practices and DLC policies are implemented or satisfied in all aspects of DLC's operations, develops and tracks annual budgets, and is actively involved in fundraising and community outreach. The Executive Director is responsible for the supervision of DLC Staff and contractors and develops strategic work plans, priorities, and goals for these positions in support of DLC's Mission. The Executive Director routinely reports to the Board of Directors, ensures the financial health of the organization, maintains DLC accredited status by LTA's Accreditation Commission and provides leadership and technical support to the Board and Staff. The Executive Director displays high standards of professionalism, cooperation, and integrity. In addition, the executive Director is an integral and active community member who recruits, cultivates, and maintains effective and positive relationships with landowners, supporters, volunteers and members of the community. The Executive Director also works effectively and collaboratively with the volunteer Board of Directors, who are connected community members and professionals, to achieve DLC's Mission.

The Executive Director is a full-time position, who at the direction of the Board of Directors and with input from other DLC Staff, works to identify, develop, and implement land conservation, stewardship, outreach, and fundraising strategies to accomplish annual revenue and strategic program goals established by the board. The ideal candidate is experienced in land conservation, with a portfolio of experience demonstrating successful activities and campaigns to secure conservation easements, cultivate donor relationships, manage a non-profit organization, and bring enthusiasm and creativity to all aspects of the organization.

DESIRED QUALIFICATIONS

- Bachelor's Degree and five years of related professional experience commensurate with the needs of the position including land conservation, non-profit management, and fundraising.
- Knowledge, experience, and passion for the mission of land trusts;
- Working knowledge of the policies and tools of voluntary private land conservation and conservation finance in Colorado;
- Strong organizational and communication skills to articulate DLC's work in written and oral formats;
- Demonstrated ability to think strategically, develop and manage complex projects from start to finish, adapt to changing circumstances, and meet deadlines;
- Demonstrated ability to develop and implement budgets;
- Demonstrated success in fundraising and experience working effectively and collaboratively with supervisory Boards, staff, volunteers, and landowners;
- Proficiency with Microsoft Office, Adobe Acrobat, WordPress, Salesforce, GIS mapping products, Constant Contact, and Quickbooks Desktop;
- Leadership, management, and administrative experience necessary to successfully organize, direct, and motivate staff, board, and volunteers to thrive in a team environment;
- Experience working with landowners, government agencies, community groups and conservation partners to achieve shared objectives;
- Finely tuned negotiation and collaboration skills; and
- A valid driver's license.

BENEFITS

- Starting competitive salary base of \$75,000 to \$90,000; to be negotiated dependent upon experience and qualifications.
- Contribution to health insurance.
- 18 days annual paid time off (PTO), and eight paid holidays.

TO APPLY

Please send resume, cover letter, and three professional references to Jobs.DLC@Douglaslandconservancy.org with the subject "Executive Director Application". Applications will be accepted until the position is filled.