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## Job Announcement

### Associate Director

Hours:	Full time
Status:	Exempt
Reports to:	Executive Director
Benefits:	9 paid Holidays/year 25 paid time off days/year, with longevity increases after 5 and 10 years Health Insurance 403(B) retirement plan as described in Personnel Policy
Salary:	Salary will be commensurate with experience

#### Application Instructions:

Please send cover letter, resume, references, and salary requirements to Forrest Boughner, Operations Manager, at [forrest@fvlt.org](mailto:forrest@fvlt.org). No phone calls please. We will begin reviewing applications on March 29<sup>th</sup>. Position is open until filled. Five Valleys Land Trust is an equal opportunity employer. We do not discriminate on the basis of age, race, color, creed, national origin, sex, sexual orientation, gender identity, or disability.

#### Overview:

Five Valleys Land Trust (Five Valleys) is seeking a full-time Associate Director (AD). The Five Valleys Land Trust mission is, "to protect for future generations western Montana's natural legacy – our river corridors, wildlife habitat, agricultural lands, and community open spaces." The five valleys we serve are the Bitterroot, the Blackfoot, the Upper Clark Fork, the Lower Clark Fork/Missoula, and the Mission-Jocko. We believe that the character of these valleys, and the thriving communities in them, is rooted in the clean rivers, open lands, and abundant wildlife that surround them. We work with communities, private landowners, governments, and other partners to protect these natural treasures for the benefit of this and future generations. Five Valleys currently holds 193 conservation easements across 85,000 acres in western Montana. Five Valleys Land Trust has been accredited by the Land Trust Alliance Accreditation Commission since 2008. We have a dynamic, engaged, and committed 9-member staff and 16-member volunteer Board of Directors.

The AD is a member of Five Valleys Land Trust's leadership team and reports to the Executive Director (ED). The AD works to integrate Five Valleys' conservation initiatives with its financial initiatives. The primary responsibilities of the AD are two-fold: to work with the Conservation Program team to develop and manage conservation projects that meet Five Valleys' strategic conservation goals; and, to work with the Development team to identify and pursue public and private funding for the Conservation Program.

## **Duties & Responsibilities:**

### **Conservation Program Development and Support**

- With the Conservation Program team, identify, develop and manage conservation projects that meet Five Valleys' strategic conservation goals. Build productive working relationships with partners and individuals to support this effort.
- With guidance from the ED, work with the Conservation Program team to develop and maintain guiding plans relevant to Five Valleys' strategic conservation initiatives.
- Lead private and public funding, negotiating, and project management efforts for land transactions. Manage conservation project due diligence, work with Five Valleys staff, agencies or other partners as appropriate and maintain complete files on active projects.
- Coordinate conservation program financials with overall organization financials.
- Work with ED, Conservation Program team, and Stewardship team to develop annual work plans aligned with strategic plan goals.

### **Revenue Development and Support**

- Work with ED and Development team to identify and secure anchor private funding support for Conservation Program initiatives and projects. This funding is initiative-focused and primarily separate from annual campaign donors.
- With guidance from the ED, leadership team, and relevant board committees, lead effort to identify, vet, and pursue innovative and non-traditional project-specific and durable revenue streams.
- With guidance from the ED and relevant Board committees, establish partnerships with allied organizations, agencies, and individuals to accomplish strategic conservation initiatives and overall revenue diversity goals.

### **Organizational Development and Support**

- Build relationships with community members, government, NGO, and other municipal, state, and national partners to further Five Valleys' mission and goals.
- Provide leadership in community collaboration efforts to support Five Valleys strategic initiatives.
- Perform strategic program development activities, including participating in strategic planning efforts, and ensuring that annual work plans track benchmarks.
- Directly manage and develop staff and contractors as assigned by the ED.

### **Essential Qualifications:**

- Enthusiasm for the mission, goals, and values of Five Valleys Land Trust.
- Bachelor's degree in relevant field, Master's degree preferred.
- Minimum three years of experience in non-profit leadership role.
- Minimum three years of experience in private fundraising including demonstrated track record of securing major gifts.
- Minimum three years of experience in conservation project management.
- Working knowledge of complex real estate transactions; minimum of three years' experience with real estate transactions preferred.

- Working knowledge of topics and issues relevant to conservation in western Montana.
- Excellent written and oral communication skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills and genuine interest in working with people; ability to meet new people and appreciate a wide range of perspectives, views, and ideas.
- Trustworthy, able to build and maintain strong relationships with people.
- Demonstrated ability to resolve disputes.
- Desire to work in a highly collaborative, team-based environment, but able to work independently.
- Willingness and ability to travel throughout the ten-county Five Valleys service area.
- Willingness to work irregular hours.
- Valid, insurable driver's license and clean driving record.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Teams; database management systems preferably programs for private fundraising; Mac(iOS) experience preferred.
- Experience using ArcGIS, GPS and Google Earth preferred.