



# Executive Director

## GENERAL DESCRIPTION

La Plata Open Space Conservancy (LPOSC) is a Durango-based nonprofit land trust serving La Plata County, Colorado and portions of four other southwest Colorado counties. Since 1992, LPOSC has partnered with approximately 180 landowners and local governments to permanently protect nearly 25,000 acres of land. LPOSC's mission is to permanently protect open lands that have significant agricultural, wildlife habitat, open space, recreational and/or historical/archaeological resources, for the benefit of the community and the general public.

## POSITION DESCRIPTION

The Executive Director is responsible for all aspects of LPOSC'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 LPOSC, ensures Land Trust Alliance (LTA) Standards and Practices and LPOSC policies are implemented or satisfied in all aspects of LPOSC'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 LPOSC Staff and contractors and develops strategic work plans, priorities, and goals for these positions in support of LPOSC's Mission. The Executive Director routinely reports to the Board of Directors, ensures the financial health of the organization, maintains LPOSC 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 LPOSC's Mission.

The Executive Director is a full-time position, who at the direction of the Board of Directors and with input from other LPOSC 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 LPOSC'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, ESRI GIS products, Mailchimp, 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 \$65,000; to be negotiated dependent upon experience and qualifications.
- Contribution to health insurance.
- 18 days annual paid time off (PTO), and eight paid holidays.
- Simple-IRA 3% matching retirement plan.
- Flexible scheduling.

#### **TO APPLY**

**Please send resume, cover letter, and three professional references to [EDApplications@lposc.org](mailto:EDApplications@lposc.org) with the subject "Director Application". Applications will be accepted on a rolling basis until a suitable candidate is found. Apply ASAP!**

*LPOSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*