

## **Tall Pines Conservancy Job Description - Executive Director**

**Tall Pines Conservancy** (TPC) is a non-profit 501 (c) (3) tax exempt land trust operating in Wisconsin's northwestern Waukesha County. Located in Nashotah, WI (in between Milwaukee and Madison), Tall Pines Conservancy was founded in 1999, and to date has preserved approximately 2,500 acres through purchased and donated easements. As a non-profit land trust, TPC receives donations of land, easements, and development rights. In addition, the Conservancy raises funds to purchase and protect land. It is the mission of the organization to preserve farmland, open space and water resources in and surrounding Northwestern Waukesha County through conservation, education and outreach programs.

**SUMMARY OF POSITION:** The Executive Director is responsible for the successful management of TPC, with the main objective of furthering the organization's mission, working under the guidance and in consultation with the Board of Directors. Primary responsibilities include fundraising; developing marketing materials; educating landowners, governmental agencies and the general public; implementing and further developing the strategic plan; and managing the organization's operations. Executive Director must exhibit high standards of professionalism, cooperation and integrity, and maintain positive relationships with landowners, funders, business leaders, elected officials and government employees, members of the community, and our many conservation partners and is the primary public representative of the organization.

**Compensation:** Salary based on qualifications and experience. The Conservancy offers competitive compensation, benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities.

### **Qualifications**

- Bachelor's degree, Master's preferred. At least 8 years' experience in nonprofit, conservation, business, law, public administration, planning or related field
- 8 years of demonstrated organizational fundraising experience preferred
- 8 years financial management and operational budgeting experience preferred
- Excellent written and verbal communication skills

### **Essential Skills and Competencies**

- Excellent fundraising and donor engagement skills. Knowledge of and proven success in fundraising channels (including securing grants, foundation relationships, major donor cultivation, planned giving, fundraising campaigns, sponsor development).
- Ability to develop and maintain positive, collaborative working relationships with diverse constituencies including landowners, government agencies and elected officials, NGOs, community groups, conservation partners, a Board of Directors, staff, and the public.
- Leadership experience, including staff training and management and ensuring ongoing systems and process improvement, in an organization of comparable or larger size. Proven team building experience.
- Excellent time management with the ability to effectively manage multiple complex projects and reliably meet deadlines
- Dynamic, engaging and effective public speaking skills.
- Knowledge of the practices, principles, and techniques of private land conservation, conservation easements and other real property interests. Knowledge of current tax and conservation law.
- Knowledge of conservation funding sources, particularly from government agencies such as the NRCS.
- Proficiency with Esri ArcGIS, QuickBooks and Zoom. Experience with Little Green Light /CRM program, and social media.
- Fluency in nonprofit accounting, financial reporting, budgeting and asset management, including endowment management, investment and disbursement.

## **Attributes**

- Proven conservation leader for other land trusts, nonprofits and/or agencies.
- Passion for TPC's Vision and a history of personal commitment to the conservation of working farmland and open spaces.
- Outstanding communicator with the ability to motivate others to conserve the Lake Country area.
- Enjoys fundraising and connecting people to the causes they love.
- Proven success soliciting major gifts and developing relationships with the donors who give them.
- Eagerness to learn; welcomes diverse perspectives and demonstrates a growth mindset.
- Strong work ethic. Holds self and others accountable, seeking and providing timely and effective feedback and coaching/mentoring---works collaboratively, a team builder.
- Is scientifically literate and committed to conservation and natural resources.
- Has a strong working knowledge of developments and trends (e.g., climate resiliency strategies).
- Brings a sense of levity to the workplace.
- Has experience implementing and leading strategic planning.
- Knowledge of the local lake country community and willingness to reside locally is a plus.

## **Key Responsibilities**

### **Leadership (overall) - Inspire and lead from Vision**

- Work collaboratively with staff and Board to ensure that the organization's short- and long-term strategies and current work plans are consistent with, and directed toward, accomplishing TPC's vision, mission and stated goals.
- Develop and maintain excellent relationships with federal, state and local agencies, conservation and business organizations, and community leaders to fulfill TPC's strategic goals.
- Provide direction and guidance in the development of programs, communications, financial plans and policies.
- Is the face of the organization—public speaking
- Serve as spokesperson to agencies, organizations, and other key constituencies.
- Maintain a working knowledge of significant developments and trends in the field.
- Establish a climate which attracts, retains, mentors and motivates a qualified and diverse staff.

### **Development and Fundraising 60%- Cultivate and maintain meaningful and lasting relationships with major donors, private foundations, and community members**

- Work closely with TPC's Director of Development and Outreach and Board to proactively solicit and fulfill appropriate outreach opportunities to share the vision and TPC's message effectively with donors, the media, landowners, local organizations/associations and the community.
- Oversee Development staff in the creation and execution of fundraising strategy and community engagement programs including, but not limited to, donor gifts, grants, events and special campaigns to achieve the organization's goals.
- Ensure full and meaningful Board involvement in the fundraising process.

### **Program Services Oversight 20% - Empower the TPC's staff to maintain focus on the conservation and stewardship aspects of the Land Trust mission**

- Ensure professional accessibility of relevant Land Trust services to landowners and conservation partners and provide oversight and management of land conservation projects.
- Ensure compliance with Land Trust Alliance (LTA) Standards and Practices and Accreditation and organizational compliance with all legal and ethical regulations, policies and mandates.

- Ensure TPC's conservation and stewardship program advances the Land Trust's mission and the Land Trust's conservation programs adapt to changing community, environmental and opportunity needs.
- Ensure the Land Trust maintains a system of thorough and accurate record keeping and documentation for grant management, agency contracts, and its land protection and stewardship programs.
- With Board alignment, support staff in developing and implementing new services and programs necessary to meet the most critical needs of the Land Trust constituency.
- Work closely with key organizational partners including the Oconomowoc Watershed Protection Program, Lake Country Clean Waters, and Farmers for Lake Country to meet TPC's mission and vision.

**Financial Reporting and Fiscal Management 20%** - *Partner with the Board to ensure the financial health of the organization*

- Oversee and direct the preparation of annual budget and workplan, and present to the Board for approval.
- Working closely with staff, TPC's accounting firm and the Board finance committee, track and provide timely and accurate reporting related to financial status and the effectiveness of the organization's activities.
- Do annual staff reviews and staffing plan.
- Provide consistent, timely and relevant organizational and operational updates to the board through regular communication with the Board President.
- Serve as the main point of contact while overseeing staff reporting and communication between staff and Board.
- Attend all meetings of the Board and ensure appropriate staff representation at Board Committee meetings.

**Work Environment**

The work of the Executive Director is self-directed and performed in the office and remotely as well as in the field. The Executive Director conducts centralized activities such as staff, board and individual meetings. Some evening and weekend work time is expected to accommodate landowner and donor schedules, community development and fundraising activity, property assessments, travel to professional conferences and to otherwise accomplish the mission of the land trust. Candidates must be able to lift 30-50 pound objects and carry them a minimum of 100 yards across uneven terrain. A valid driver's license is required.

We are an Equal Opportunity Employer and are committed to creating a diverse and inclusive organizational culture.

**To Apply**

Please send resume and cover letter to "Search Committee" by June 30, 2024 at [info@tallpinesconservancy.org](mailto:info@tallpinesconservancy.org).