



**JOB TITLE: Executive Director**

**SUMMARY OF POSITION:** Katawba Valley Land Trust (KVLТ) is a nonprofit, private conservation organization dedicated to the protection of natural resources, open lands, waters, historic resources, and vistas of aesthetic value in the Catawba River Valley and surrounding areas. The trust operates exclusively for conservation, educational, and charitable purposes. The main area of focus is Lancaster and Chester Counties, although the trust may work in other areas in South Carolina. KVLТ has protected over 9400 acres of land through conservation easements, fee simple ownership, and transfers to other agencies. KVLТ holds 35 easements (5584 acres) and over 1058 acres in fee owned lands.

The land trust seeks an executive director (ED) with exceptional leadership, communication, and management skills. The ED is the chief executive officer of the organization and works under the guidance of the President and in consultation with the Board of Directors and board committees. The ED is currently the only land trust staff position.

**DUTIES:**

**General Organizational Management:**

- Provide support to the Board of Directors, its officers and committees.
- Provide management of the KVLТ office, including management of mail, communications, filing systems, and other office functions as needed.
- Preparation and monitoring of budgets, reports, policies, and long-range plans.
- Facilitate growth of staff in coming years.

**Fundraising:**

Direct and conduct fundraising activities, including fundraising and membership solicitations and seeking grants for programs, operations, and

land acquisition. Develop ongoing relationships with corporate sponsors, foundations, and public agencies.

*\*Fundraising supports the executive director position and without fundraising, none of the other land trust duties outlined below are possible. Therefore, director will have a strong devotion this task*

**Membership services/public relations:**

- Maintain and grow public communications program, including publication of newsletter, news releases, and public information materials.
- Maintain the list of members and other supporters and undertake communications with members to maintain their support and interest in the organization.
- Work effectively with volunteers, encouraging their active participation in support projects and conservation activities.
- Work to expand the membership of the land trust.
- Assist the Board of Directors in developing annual meetings, general membership meetings, bird watching outings, nature walks, and other events for members and potential members.
- Maintain website
- Develop collaborative relationships with local, regional, state, and federal conservation organizations and agencies-
- Represent the land trust at conferences and meetings on the state, regional, and national levels, upon approval by the Board of Directors.
- Make presentations on the work of the land trust to public meetings and interest groups at the local and regional level.

**Land protection activities:**

- Oversee the program of land conservation efforts, including development of conservation easements, land donations, land purchase, and cooperative projects with land management agencies.
- Provide proper management of KVLT's conservation easement program, including preparation of baseline documentation, easement agreements, and annual easement inspections.
- Oversee the maintenance of files on the conservation easements and owned properties to meet all standards and requirements.
- Undertake a program of management for properties owned by KVLT, including periodic inspections, activities to enhance habitat and natural resource values, and utilization of the properties by the public, where appropriate.

- Manage lands based on the Land Trust Standards and Practices of the Land Trust Alliance as adopted by KVLTL.
- Work toward eventual status as an accredited land trust by the Accreditation Commission of the Land Trust Alliance.
- Assist in development of comprehensive natural resource analyses of Chester and Lancaster Counties and in developing master plans for the future work of the land.
- Oversee the mapping program of the land trust to adequately document existing easements and properties, investigate potential property acquisitions, and participate in regional mapping initiatives.
- Work with regional efforts as pertinent to land trust interests on projects of the Carolina Thread Trail in our area.

**Environmental Education:**

- Actively participate in or facilitate environmental education activities for members and the community at large.

**TIME COMMITMENT:** This is a full time position with some evening and weekend work required. Some travel, mostly within 40-50 mile-radius.

**LOCATION:** KVLTL focuses primarily on land conservation in Lancaster and Chester counties of South Carolina. The office is currently located in Lancaster.

**REQUIRED QUALIFICATIONS:**

- Education: bachelor's degree or higher. Preferred: Master's or other graduate degree in relevant field.
- Experience: 3+ years experience in similar or closely related field; Preferred: Experience working with land trusts; Experience growing and managing staff for sustainable productivity and mutual job satisfaction.
- Technological Skills: Proficiency in internet research, all standard office productivity software (Word, Excel, Powerpoint, Outlook/email software).
- Ability to manage a membership database using Access or other software. Preferred: Familiarity with mapping software/hardware (e.g. GPS units & GIS software) and willingness to expand capabilities. Ability to manage website.
- Subject matter skills: Understand concepts related to organizational management, fundraising, public relations, ecology, ecosystem restoration and ability to describe conservation value of property; familiarity with farming or forestry in the southeast. Experience with and knowledge of land protection concepts and legal, financial and real estate issues involved in land protection.

- Interpersonal Skills: Ability to relate to, negotiate with and build trust with landowners, members, and other partners. Ability to meet deadlines and work within budget constraints. Entrepreneurial spirit and ability to effectively manage multiple projects with often-changing circumstances and deadlines.
- Willingness to work alone or as a collaborator as circumstances dictate. Ability to communicate through small group or large audience settings.
- Other: Personal vehicle, driver's license & insurance. Physical strength to meet job description requirements.

**SALARY/BENEFITS/WORK ENVIRONMENT:** Salary is commensurate with experience and skills. Benefits include stipend for cell phone use; travel reimbursement at the federal rate; flexible schedule; paid holidays, accrued vacation and sick time and a stipend for health insurance.

Executive Director is currently the only land trust staff person. KVLT is seeking to grow in coming years and hopes to add land protection and administrative positions. KVLT has several very dependable volunteers.

**APPLICATION INSTRUCTIONS:**

Qualified individuals should send the following to Katawba Valley Land Trust, P.O. Box 1776, Lancaster, South Carolina 29721. Please direct questions to Barry Beasley at (803) 285-5801.

Please submit:

- a letter of interest
- a resume or c.v.
- 3 professional references