

RIVERLAND CONSERVANCY, INC. Land Trust
Job Description - Executive Director

RIVERLAND CONSERVANCY MISSION: Promote the conservation, protection, and restoration of the lands, waters, and natural communities that comprise our environmental heritage.

Riverland Conservancy accomplishes its mission through three main initiatives:

- Partnership: Riverland Conservancy strives to conduct its activities and operations in partnership with a wide range of organizations, including local, state, and federal agencies, conservations groups, and the private sector.
- Education: Riverland Conservancy provides environmental learning and recreational opportunities for school groups, researchers, conservation practitioners and the public.
- Stewardship: Riverland Conservancy provides wildlife habitat, protects biodiversity, and improves ecosystem function by restoring and managing natural communities on its preserves in Merrimac, Wisconsin and Lansing, Iowa.

JOB TITLE: Executive Director

COMPENSATION: Salary and expenses under contract arrangement; less than full-time; based on qualifications: \$50,000 – 70,000.

LOCATION: Riverland Conservancy Land Trust office in Sauk City Wisconsin, and fieldwork throughout the land holdings of Riverland Conservancy –Wisconsin and Iowa.

SUMMARY OF POSITION:

The Executive Director works under the guidance of the President and in consultation with the Board of Directors and Board committees to fulfill the mission of the organization. Primary responsibilities include land management, education of landowners/general public, budget development, nurturing of partnerships, management of contractors, general organization and reporting.

DUTIES:

- Responsible for day-to-day operations and program management including the management of contractors and web site.
- Maintains relevant land management plans, policies and procedures for organization effectiveness.
- Develops collaborative relationships with local, regional, and state conservation agencies and organizations; works effectively with community officials, volunteers, schools, partners and other members of the public, acts as a credible and visible spokesperson for the organization.
- Prepares annual operations plan for the organization and its land holdings including proposed budgets; executes Board approved operating budgets.
- Ensures compliance with all regulatory requirements, including permitting and easement monitoring.
- Manages real estate transactions upon approval by the Board.

- Seeks financial support, grants, contracts and other assistance from individuals, foundations, corporations, and public agencies.
- Supports the needs of the Board of Directors, its officers and committees.

QUALIFICATIONS:

- A 4-year degree, preferably in natural resources management, business administration or a related field and experience in resource management, as well as business, non-profit management, fundraising, real estate, marketing or a related field.
- Effective experience with management of a non-profit organization.
- Effective writing skills, including grant applications.
- Skill in public speaking, and ability to represent Riverland Conservancy in a public forum.
- Ability to interact with a wide variety of stakeholders, including landowners, government officials, the press, scientists, donors, the general public, and a diverse Board of Directors.
- Ability to manage, motivate, and direct volunteers.
- Ability to combine sound business sense and judgment with a strong commitment to the protection of the unique ecological and scenic natural resources of Merrimac and Lansing preserve holdings of Riverland Conservancy.
- Act in a professional manner.
- Proficiency with computer applications and office systems.

WORKING CONDITIONS:

Riverland Conservancy does not have employees. Employment terms and conditions are structured as a contract relationship to Riverland Conservancy under a general services agreement, requiring contract terms including general liability insurance. No benefits are included in this agreement. Work is performed in an office as well as in the field. Travel is required to meetings, speaking engagements, workshops, professional associations, and other events requiring Riverland Conservancy representation.

Riverland Conservancy, Inc. is an equal opportunity employer.