



Klamath Lake Land Trust

www.klamathlakelandtrust.org

Klamath Lake Land Trust Position Description

Job Title: Executive Director

Reports To: KLLT Board of Directors

Type: Full-time

About the Klamath Lake Land Trust

Klamath Lake Land Trust (KLLT) was founded in 2010 in Klamath Falls, Oregon and is dedicated to the preservation and protection of natural spaces in south central Oregon. As a 501(c)(3) non-profit organization, KLLT partners with landowners, government agencies, other nonprofits, and local communities to conserve critical lands. Managed by a nine-person Board of Directors (Board), KLLT is currently staffed with a part time Executive Director, a part time Program Assistant, a contract Conservation Manager, and a contract Grant Writer. KLLT holds 1200 acres in fee simple properties and manages several conservation easements. In addition to land protection activities, KLLT sponsors a series of nature outings in the spring and summer, participates in community events, and hosts an annual conservation celebration dinner.

Summary of Duties

The Executive Director leads the staff and supports the Board in advancing our mission: conserving and enhancing the natural legacy of the Klamath Basin for future generations. The Executive Director works with staff and the Board to develop and implement strategies to meet organizational, programmatic, and fundraising goals. The Executive Director is the public contact for KLLT and works to foster and maintain positive community relationships and partnerships.

Responsibilities

Leadership

- Develop and implement an organizational strategic plan including a long-term conservation vision and mission.
- Develop and maintain organizational policies and procedures according to Land Trust Alliance Standards and Practices guidance.
- Oversee development and management of conservation projects, including land acquisition, conservation easements, stewardship, and restoration.
- Create a diverse, equitable, and inclusive organizational culture (following standard diversity, equity, and inclusion guidance) where all staff, Board members, and volunteers feel welcome and comfortable.
- Ensure that conservation and land management activities are conducted in a professional manner, consistent with KLLT's plans.

Fundraising

- Plan and organize annual fundraising efforts with the Board and staff, including campaigns, solicitations, and events and donor communications.
- Develop grant applications for public and private funds, and manage awarded grants in accordance with grant requirements, including budgeting and reporting.
- Cultivate and maintain relationships with major donors with assistance from the Board and others.
- Maintain, diversify, and expand KLLT's membership program.

Communications and Outreach

- Serve as the public face of KLLT and respond to public inquiries.
- Foster and maintain community relationships and partnerships.
- Engage and collaborate with local groups including non-governmental organizations; state, federal, county, and city governmental agencies; private landowners; and Tribes.
- Maintain membership status in the Coalition of Oregon Land Trusts (COLT) and travel for quarterly COLT meetings, if needed.

Administration

- Oversee and coordinate the work of KLLT's staff and Board.
- Hire, supervise, and release KLLT staff and consultants, foster staff growth and development, maintain and enforce all personnel policies, develop job descriptions, and conduct routine staff performance evaluations.
- Oversee all fiscal operations, including but not limited to, development of the annual organizational budget, preparation of monthly financial reports, and management of stewardship, grants, and donated funds.
- Participate in monthly Board and committee meetings; support Board and committees by preparing reports, conducting research, and providing assistance when requested.
- Maintain official records and documents in compliance with federal, state, and local regulations.

Other Duties

- Other duties and responsibilities may be assigned by the Board as the needs and development of KLLT so dictate.

Qualifications

- **Leadership** – Leadership and management experience in a non-profit or similar workplace, including mastery of general operations, employee oversight and development, strategic planning, and financial management.
- **Fundraising** – Experience developing and/or implementing fundraising strategies.
- **Communications** – Excellent interpersonal skills and experience communicating effectively in writing and in person with diverse stakeholders.
- **Conservation** – Demonstrated commitment to environmental conservation through professional or personal experience.
- **Diversity, Equity, and Inclusion** – Demonstrated commitment to fostering an inclusive and equitable working environment for all staff, Board members, community members, partners, and volunteers.

Preferred Experience

- Five or more years of experience in management role(s).

- Two or more years of experience in fundraising, communications, and/or partnership development role(s).
- A Bachelor's degree in a related field; advanced degree preferred.
- Experience with basic software packages such as MS Office Suite, Google Suite, Dropbox, PayPal, website building platforms, etc.
- Ability to work independently and in small groups.
- Prior experience working with Tribal partners.

Compensation

Salary (up to \$70,000 per year) commensurate with experience, plus health, retirement, and vacation benefits.

Working Environment

Our office is located in Klamath Falls, Oregon. This position requires sitting or standing at a desk and using a computer and phone. The job also requires regular travel to view and supervise land acquisition and/or conservation projects, which may include hiking or otherwise traversing wild and unmaintained terrain. Additionally, the Executive Director leads KLLT-sponsored hikes and represents KLLT at various outdoor conservation events. A valid driver's license and reliable personal transportation are required.