

# Capitol Land Trust Executive Director JOB POSTING

**Job Title:** Executive Director, Capitol Land Trust

**Location:** Olympia, WA

**Application Deadline:** Open until filled – applications received by May 22, 2018 will be given priority consideration. We would like to fill the position by August 1.

Are you an experienced leader interested in building a future for southwest Washington and south Puget Sound region, where people, fish, wildlife, and natural habitats thrive? Do you believe people, businesses, nonprofit organizations, and government agencies all have a role in the conservation of our natural places and resources? At Capitol Land Trust we work with diverse coalitions to preserve the most important natural and working lands in southwest Washington. We are seeking an Executive Director dedicated to achieving this vision and able to effectively lead an established and growing organization. Are you ready to take the reins?

**About Capitol Land Trust:** The mission of Capitol Land Trust is to further collaborative and strategic conservation of southwest Washington's essential natural areas and working lands. We are accredited by the national Land Trust Alliance. The current annual operating budget is approximately \$900,000. Our operating area is Thurston, Mason, Grays Harbor, and Lewis Counties.

**Position Scope:** The Executive Director oversees all operations of the organization, supervising a diverse professional staff and many volunteers. S/he leads development and oversight of the organization's annual work plan, budget, and fundraising strategies to sustain the organization's momentum and success. S/he also oversees a significant portfolio of conservation real estate and ecological restoration projects, as well as outreach and youth education programs. S/he reports to the 15-member Board of Directors and works closely with them to set the organization's long-term vision and strategic direction.

The Executive Director is the public face and voice of the organization, responsible for maintaining integrity in fiscal and grant administration, achieving the strategic goals and annual work and fundraising plans, maintaining community trust, developing partnerships, and building the organization's visibility. S/he works effectively with community leaders, landowners, tribal and elected officials, public and private partners, supporters, and many other people from varied backgrounds and political and social views.

**Qualifications:** We are seeking an experienced, enthusiastic, and effective leader and motivator. S/he has excellent communication skills and is a good listener with a proven ability to promote collaboration. S/he can demonstrate success in mentoring and developing staff, managing workflow, fundraising and budget oversight, working with community partners, and growing relationships with landowners, business leaders, tribes, and elected officials. The ideal candidate will have natural resources or conservation experience, experience related to real property transactions, and familiarity with non-profit operations.

**Compensation:** Capitol Land Trust offers a competitive salary and positive work environment that values work-life balance. Benefits include paid vacation, holidays, and sick leave, health and dental insurance, a retirement plan, and a flexible schedule.

**Application Instructions:** Please email your resume and cover letter describing your interest and experience as a single .pdf (or similar) document to [info@capitolandtrust.org](mailto:info@capitolandtrust.org). Capitol Land Trust is an equal opportunity employer. We encourage applicants from all races, creeds, colors, genders, national origins, religions, sexual orientations, ages, and disability statuses. This is a full-time, exempt position. Our website: [Capitolandtrust.org](http://Capitolandtrust.org).