



Lower Nehalem Community Trust Executive Director Opportunity

Organization Background

Lower Nehalem Community Trust (LNCT) with an office in Manzanita, Oregon, is a non-profit organization dedicated to the protection and restoration of the lower Nehalem Valley and its watershed. LNCT organizes its work and evaluates its impact in three focus areas – community, conservation, and education.

LNCT currently protects a little more than 300 acres, including forest and wetland properties, as well as building structures. Alder Creek Farm (ACF), a 55-acre former dairy farm, was LNCT's first acquisition and conservation project in 2005, and is also the location for many activities and events. A more recent purchase of an adjacent property includes a house which will be the future site of LNCT's office.

The stewardship program provides care for our lands by developing management plans, monitoring, and coordinating volunteer groups to do restoration work. The community garden program provides fresh organically-grown produce for the gardeners and weekly donations to the local food bank and senior meal programs.

LNCT delivers educational and outreach offerings in a variety of ways such as, guided hikes, guest educator talks, and gardening workshops. ACF is a stop on the Oregon Coast Birding Trail and is the home of the Nehalem Teaching Trail, a self-guided ethnobotanical learning experience for visitors. Youth and student groups visit to learn about the garden, explore the farm, and fulfill their service requirements in their annual visits.

Currently, two staff members focus primarily on stewardship, volunteers, and the community garden. An active board of directors of up to eleven members and through a committee structure, works closely with each program, as well as conduct strategic planning, land acquisition, and resource development. About 150 volunteers provide stewardship and event support. LNCT has a solid financial framework with dedicated reserves for acquisitions, stewardship and operations.

Opportunity

LNCT is seeking an Executive Director to provide visionary leadership and is responsible to fulfill LNCT's long-term mission and implement the organization's vision for the future. At this time, the position is a .75 FTE exempt position, with the possibility of increasing to a full-time position when organizational needs are justified, and funding will allow. The successful applicant will build upon the strengths of LNCT through effective delineation of responsibilities for all Trust work, taking into account how the work is currently being accomplished, the skills and abilities of staff, board members, and general volunteers. The Executive Director serves at the pleasure of the board and with oversight by the Board President.

Key Responsibilities

MANAGEMENT

- Provide leadership, supervision, mentoring and evaluation of program staff. Create a positive working environment.
- Develop the annual budget and manage the fiscal operations in cooperation with the Board Treasurer.
- Ensure board and staff compliance with internal policies and procedures, legal requirements and financial standards. Work with board and staff to achieve status as an accredited land trust.
- Work with the Board of Directors to create strategic plans and annual operating plans, and ensure their implementation and evaluation.
- Work with the Executive Committee to coordinate duties of the Board of Directors, including planning, governance, fiduciary oversight, board recruitment and development.

COMMUNITY ENGAGEMENT & COMMUNICATIONS

- Prioritize cultural competence for staff, volunteers, members and board of directors to create a welcome and inclusive organizational culture.
- Build and sustain partnerships with individuals and organizations that represent the diversity of our communities.
- Create collaborative programming based on shared values, trust and reciprocity.
- Build support among key stakeholders to advance LNCT's agenda.
- Develop a communications plan to expand the organization's outreach through effective branding, messaging, and other marketing strategies.
- Oversee production and distribution across all digital, print, and in-person channels to expand the visibility of the organization among key audiences.
- Serve as the key spokesperson for LNCT's mission, vision, and values.

FUNDRAISING

- Works with the Resource Development Committee to create an organizational culture of philanthropy, empowering staff, board members, volunteers and supporters to be active in the organization's financial wellbeing.
- Identify, cultivate, and solicit support from major donors in association with the Board of Directors.
- Identify, cultivate, and secure public and foundation funds for unrestricted and restricted uses.
- Develop and implement other fundraising plans including annual appeals, planned gifts, capital campaigns and fundraising events.

PROGRAMS

- Ensure that the organization achieves its mission through focus on community, conservation, and education with well-developed program strategies and implementation plans.
- Work with the Board of Directors, program staff, contractors, volunteers, and external partners to achieve the goals of each program.

Qualifications

- A genuine passion for the natural environment and land conservation
- Academic or work experience related to conservation or land management
- At least two years of management experience including budgeting and finance, goal setting, staff supervision, human resource management, and overall organizational administration
- Experience working with a nonprofit board of directors
- Experience working with diverse communities and ability to integrate well into the fabric of a small community
- Experience working with a broad array of contemporary office and communications technology
- Experience in marketing, social media, and digital advertising
- Experience in grant writing and fundraising
- Strong organizational skills and the ability to meet daily, weekly, and monthly deadlines consistently and to work without direct supervision
- Excellent interpersonal and communication skills with an ability to articulate LNCT's vision, both orally and in writing
- A four-year college degree from an accredited institution

Compensation

Salary range and benefits for the position are competitive and dependent upon experience. At this time, it is a .75 FTE exempt position. Occasional weekend and evening work will be required.

Application Procedure

Submit a letter of interest, resume, and three professional references (name, title, and contact information only) to resumes@nehalemtrust.org. (No phone calls please.)

Please include answers to the following questions in your cover letter:

1. Why would you like to be the Executive Director of LNCT? What do you consider to be your primary strengths for the position?
2. What is your experience serving diverse communities?
3. What is a situation that best describes your ability to lead an organization, program, or project?
4. What are some of your most recent successes in cultivating funding sources?

Applications will be reviewed by the LNCT Hiring Committee. **Video conference interviews will begin on April 15. The position will remain open until filled.** LNCT is an equal opportunity employer.