



MENDOCINO LAND TRUST
Job Description – Executive Director
January 2020

Mendocino Land Trust is a highly respected and nationally accredited nonprofit land conservation organization with a professional staff of six. Founded in 1976, it has facilitated the protection of more than 14,000 acres of land, provides public access to an extensive network of trails and engages the community in all aspects of its mission. The mission of the Mendocino Land Trust is to conserve the important natural resources of Mendocino County including wildlife habitat, open space, scenic vistas, working farmlands and forests and to facilitate public access to preserved land. More can be learned at www.mendocinolandtrust.org.

JOB TITLE: Executive Director

LOCATION: The Mendocino Land Trust office is located in Fort Bragg, California, a coastal community of about 7,000 people, in Mendocino County. The organization works throughout the county and in parts of neighboring Lake County. For more information and resources about Mendocino County, please see page 3 of this document.

SUMMARY OF POSITION:

- The Executive Director is the chief executive officer and works for the Board of Trustees under the guidance of the Board President. The Executive Director is responsible for all aspects of organizational operation and for its success in its mission of conserving land. The Director should be a strong administrator, skilled in exercising diplomacy and inclusiveness while working effectively with diverse constituents. The candidate must demonstrate the ability to interact well with a wide variety of people, including the Board of Trustees, staff, landowners, government officials, the media, scientists, donors and the general public.
- Primary responsibilities include fundraising, oversight of land conservation and public access programs, administration, budgeting, outreach and managing staff performing all of these functions.
- Respond effectively and in a timely manner to new land conservation opportunities.

DUTIES:

- Effectively manage and oversee staff in all of the Trust's functions.
- Oversee program of voluntary land conservation, land acquisition, conservation easements, stewardship, monitoring and developing partnerships with other conservation organizations.
- Direct and conduct fundraising and membership development activities and strategy. Design and implement fundraising and membership solicitations, seek financial support, grants, contracts and other assistance from individuals, foundations, corporations and public agencies.
- Work with the Board of Trustees and staff to implement Mendocino Land Trust's strategic plan.

- Maintain established standards of excellence and work to secure national accreditation renewal for the Land Trust in 2022.
- Build the personal relationships needed to secure long-term funding.
- Supervise the development of public communications programs, including publication of newsletters, news releases and informational materials, both print and digital.
- Oversee the Land Trust's financial and record-keeping systems.
- Assure the Land Trust complies with all applicable federal and state laws.
- Organize meetings and conferences, and conduct outreach on behalf of Mendocino Land Trust.
- Work effectively with volunteers.
- Regularly communicate and work closely with the Board of Trustees and its officers and committees, including coordination of board and committee meetings, correspondence, event coordination and retreats.
- Direct and conduct organizational management functions, including the preparation and management of budgets, reports, policies and plans, including oversight of financial investments.
- Hire, supervise, motivate and ensure training of staff in the performance of their assigned duties; perform regular evaluations of staff with appropriate follow-up.
- Manage all agreements and contracts entered into on behalf of Mendocino Land Trust: track and meet deadlines, submit invoices/budget updates, and produce reports.
- Develop collaborative relationships with local, regional, and state and federal conservation agencies and organizations. Promote the county's natural resources, and make Mendocino Land Trust a leader in working toward climate solutions.

QUALIFICATIONS and PERSONAL QUALITIES:

- A four-year degree is desirable, preferably in natural resources management, administration or a related field. A minimum of three years of management including supervision of employees is highly desirable.
- Demonstrated successful fundraising experience with major donors and foundations.
- Personal commitment to land conservation, restoration and open space.
- Demonstrated business sense and judgment.
- Effective time management skills.
- Proficiency with computer applications, including cloud-based and database software, and a willingness to implement new technologies.
- Effective writing skills, including grant applications.
- Demonstrated communication skills, including public speaking and the ability to represent the Land Trust in public forums.
- Ability to manage, motivate and direct staff and volunteers, with an emphasis on listening skills and openness to new ideas.

WORKING CONDITIONS: Work is performed in the Land Trust office located in Fort Bragg as well as in the field. Travel is required to meetings, speaking engagements, workshops, professional associations and other events requiring Land Trust representation.

SALARY: The salary range for this full-time position is \$80,000 to \$90,000, depending on experience, and includes a comprehensive benefits package. Deadline for applications is **February 28, 2020**. Initial reviews will begin at that time, with the position remaining open until filled.

MENDOCINO LAND TRUST is an equal opportunity employer.

How to apply: Send a letter of interest with an attached resume including a minimum of three references by e-mail or regular mail to:

John Swartley, President
Mendocino Land Trust
P.O. Box 1094
Mendocino, CA 95460
E-mail: admin@mendocinolandtrust.org
Telephone: (707) 962-0470

Information about Mendocino County and the City of Fort Bragg:

Mendocino County is located just north of Sonoma County and north and west of Napa County. The southernmost portion of the county is 100 miles north of San Francisco. It is a large, mostly rural county, the size of Delaware and Rhode Island combined, but with a population of less than 90,000. The county is roughly divided into coastal and inland areas by the Coast Range mountains. Most of the tourism is located on the coast, Fort Bragg, Mendocino, Point Arena and Gualala.

The largest coastal city is Fort Bragg with a population of about 7,000. Fort Bragg is a historic timber and fishing town which has been working successfully to transform itself into a tourist destination. Fort Bragg has an excellent hospital, recreational opportunities and is the coastal hub for shopping and services. The largest inland city and the county seat is Ukiah, with a population of about 16,000. It is a 90-minute drive from Fort Bragg to Ukiah on two-lane roads.

Mendocino County is known for its spectacular natural beauty. There are 90 miles of coastline and numerous rivers, state parks and reserves. There are plenty of outdoor activities and hiking trails. Mendocino County is the northern edge of wine country with about 100 mostly family-owned wineries in two wine regions, in Anderson Valley and along the Highway 101 corridor. There is no shortage of fine and innovative restaurants and a variety of lodging options, from rustic to 4-star.

With its mild climate, the coast is cool – high temperatures range from 40 to 70 degrees year-round -- while inland areas can have hot summers. As a result, a wide variety of produce can be grown in the county, which embraces farm-to-folk organic agriculture.

In the '60s and '70s, Mendocino County was at the heart of the back-to-the-land movement, fueled by a sense of community and independence that remains to this day. Longtime residents and newcomers alike value and appreciate the natural resources around them.

Online resources:

Visit Mendocino -- <https://visitmendocino.com/>

Mendocino Coast Botanical Gardens -- <https://www.gardenbythesea.org/>

Mendocino Music Festival -- <https://mendocinomusic.org/>

Mendocino Film Festival -- <https://mendocinofilmfestival.org/>

Mendocino Land Trust Coastal Trail Guide -- <https://www.mendocinolandtrust.org/trails/>

Mendocino Coast Chamber of Commerce -- <http://mendocinocoast.com/>

Mendocino Area Parks Association -- <https://www.mendoparks.org/#intro>

Noyo Center for Marine Sciences -- <https://noyocenter.org/>

Mendocino Coast Recreation & Park District -- <https://www.mendocoastrec.org/>

North Coast California -- <https://northcoastca.com/>