



The Conservation Trust for Florida works with landowners to save Florida's wild and working landscapes for future generations.

Executive Director Position Announcement

Location: Gainesville, Florida

Status: Full-time, Exempt (salaried)

Closing Date: **May 3, 2017**

Salary Range: \$60,000 - \$80,000 DOE

Executive Director: A leader with passion for protecting land who demonstrates the ability to foster strategic partnerships, broaden support for statewide land conservation efforts, engage the community, and facilitate land transactions. Responsibilities include overseeing land conservation activities, managing finances, leading staff, and participating in outreach and fundraising efforts.

Required Qualifications

Professional experience and education

- 5 - 7 years of progressive professional experience working with land conservation organizations/agencies
- Proven experience in fundraising, real estate transactions, and community relations
- Bachelor's degree and training in biological/environmental sciences, natural resources management, land use planning, or nonprofit management

Skills and abilities

- Effective communicator and public speaker
- Persuasive fundraiser and grant writer
- Efficient administrator/manager of programs and budgets
- Proven ability to facilitate and implement long-range plans

Personal traits

- Authentic commitment to CTF's mission
- Interpersonal skills essential for collaborating with board, staff, donors, partners, and community groups
- Results-oriented, organized, self-directed, resilient and persistent

Preferred Qualifications

- Familiarity with the Land Trust Alliance's *Land Trust Standards & Practices*
- Experience managing or contributing to professional social media accounts
- Technical experience using Salesforce NPSP and Office 365

Specific Responsibilities

Program Leadership

- Increase statewide public support for CTF, and land conservation in general, through education and programming
- Increase CTF's portfolio of conservation lands
- Negotiate conservation real estate transactions with landowners and partners
- Position CTF as a statewide leader in land conservation
- Work with partners and landowners to enhance the protection of Florida's wild and rural working lands
- Participate in development of CTF's new three-year strategic plan

Fundraising, Community Engagement and Communication

- Increase financial support from donors and grant sources
- Build financial reserve and endowment funds
- Serve as CTF's spokesperson with media, government agencies, partner organizations, foundations, donors, and the public

Management and Administration

- Report to board and facilitate the work of Board and committees
- Manage annual work plans in collaboration with Board and staff
- Supervise and evaluate staff and consultants
- Oversee records management, preparation of contracts for service providers, and production of financial and grant reports to meet internal, state, and federal requirements
- Develop annual budget in partnership with the Board and staff, provide timely reports of CTF's financial position to the Board, and manage budget compliance and variances
- Serve as chief liaison for all CTF activities and events
- Manage office in compliance with *Land Trust Standards and Practices*

Application

Interested applicants may electronically submit a cover letter, résumé, and the names, titles and contact information of three relevant professional references by May 3, 2017 to cyndi@conserveflorida.org.

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