



Associate Director Position Description

The Chelan-Douglas Land Trust (CDLT) seeks an Associate Director to help lead a growing and successful land conservation organization in North Central Washington. The CDLT has a solid record of community engagement, land protection, and stewardship. The land trust connects people to nature and has earned a strong reputation for bringing diverse groups of people together to achieve common conservation goals. An enthusiastic and committed board and membership of over 1,700 people support CDLT with time, money, ideas, and community connections. An \$8.7 million capital campaign, a \$3.9 million operating endowment, and a \$2.4 million stewardship fund are testament to strong community support and our commitment to financial stability.

Position Summary:

Reporting to the Executive Director, the Associate Director will have both internal and external responsibilities, focusing on four key areas: 1) program leadership (work plan development, framing and implementation of key strategies, and grant management); 2) organizational support (internal information management and transfer, and logistical and infrastructural best practices); 3) human resource management (recruiting, supervising, mentoring, and career progression); and 4) donor support (cultivation and outreach). The Associate Director will partner closely with the Executive Director and senior staff to develop and manage the growth of the Chelan-Douglas Land Trust and its strategic response to an ever-increasing demand for the organization's services. Specific duties will be designed in a fashion that takes maximum advantage of individual skill sets and complements the roles of existing senior staff.

Duties and Responsibilities:

1. Program Leadership

- Structure and lead teams (staff, board, and committees) to deliver outstanding work products in a timely manner.
- In consultation with the Executive Director, build and maintain strong partner and donor relationships; exceptional relationship-builder.
- Assist in the application and management of public and private grants.
- Partner with Executive Director to advance thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.
- Represent CDLT in conferences, professional associations, and other public venues.

- Carry out other duties that may be assigned by the Executive Director.
2. **Organizational Support**
 - Provide essential internal leadership activities (human resources, financial oversight, program administration, and organizational planning).
 - Manage information management and transfer among staff with related internal (Board of Directors and committees) communications and external messaging.
 - Partner with staff and board in budgeting and financial duties.
 - Identify best practices and improve internal systems with an emphasis on future needs and budget realities.
 3. **Human Resource Management**
 - Manage and coordinate senior and junior staff in developing and meeting annual work plans.
 - Partner with Executive Director to cultivate, manage, and support staff (recruiting, reviews, staff deployment/workload balancing, and career progression).
 - Provide mentoring and coaching to staff in a visible, approachable manner.
 4. **Donor Support**
 - Assist the Executive Director and Development Director in developing and implementing strategies to strengthen relations with CDLT donors and supporters.
 - Respond to opportunities to introduce and cultivate potential supporters to CDLT mission and activities.
 5. **Additional, Essential Duties**
 - Despite its steady growth, Chelan-Douglas Land Trust remains a small, grassroots organization. As such, this position may be required to assume additional duties as directed by the Executive Director to retain and advance the viability of this non-profit organization.

Desired Qualifications:

- Five or more distinguished years in a senior management position in a private or nonprofit organization, foundation, or government agency.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds.
- Outstanding communication and interpersonal skills. Proven ability to work with efficiency, flexibility, and good humor.
- Passionate about the mission and impact of CDLT.
- Ability to exercise tact and diplomacy in organizational settings.
- Self-starter, self-disciplined person with spark, imagination, and creativity.
- Proven ability to remain focused in the face of pressure, delivering against timelines, and not intimidated by tasks/time limitations.

To Apply:

Applications will be reviewed as received until February 16, 2018, or until position is filled. Please send a cover letter, résumé, and answers to the following questions. No more than 200 words per question.

1. Why does conserving our land, our water, and our way of life in North Central Washington matter to you?
2. What experience do you have managing a complex organization or projects?
3. What experience do you have managing other employees and what is your general approach to working with other staff members?
4. What do you consider your most important knowledge and skills that qualify you to assume the responsibilities of this position, and how did you acquire them?

Mail complete application to:
CDLT Associate Director Search
Lynn Bourton
Diversified Human Resources Consulting, LLP
4349 Anna Lane
Wenatchee, WA 98801

Or email to: diversifiedhrc@charter.net

Salary and Benefits:

We offer a competitive salary that is consistent with Land Trust Alliance practices, with excellent benefits, including group medical and dental insurance, travel reimbursement, training opportunities, 30 days of paid holiday and vacation time, and a voluntary 403b retirement plan after six-month evaluation period. The top end of the starting salary for this position is \$60,000 per year for 40 hours per week, depending on qualifications.

The Chelan-Douglas Land Trust was founded in 1985 and has a current membership base of over 1,700. We are a non-profit organization that engages communities in conserving, caring for, and accessing the natural lands and waters that sustain North Central Washington. We have a 16-member Board, 20-member Leadership Circle, 12 paid staff and many members and volunteers supporting our work. Our service area includes Chelan and Douglas Counties, with strategic activities at the regional and statewide level. The CDLT is an equal opportunity employer.