

EXECUTIVE DIRECTOR ANNOUNCEMENT



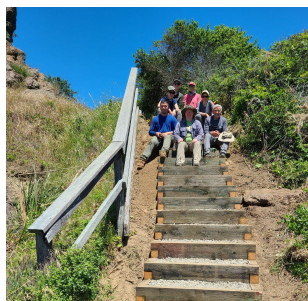
Since 1978, Trinidad Coastal Land Trust (TCLT) has been working to protect coastal landscapes in the Trinidad area. We have been driven by values of ecological integrity, providing public access to the coast, community involvement in land conservation, and the belief that the wild and scenic northern Humboldt County coast is a source of joy and inspiration.

WHERE WE ARE TODAY

Trinidad Coastal Land Trust owns and manages 11 properties and 16 conservation easements and is focused on providing public access to the Trinidad Coast while also protecting the natural beauty of the area. In addition to land conservation, TCLT conducts numerous outreach and community engagement activities including: monitoring seabirds and pinnipeds, volunteer stewardship work days, public educational walks, youth field trips, and engaging with local artists.

In 2022, TCLT board and staff underwent a strategic planning update process, in which we solidified our commitment to the following key priorities: (1) Educate and inspire the public, and ourselves, about the value of local ecology, Indigenous cultures, and the history of people's relationship with the land in a way that is equitable and inclusive, (2) Protect Trinidad's coastal biodiversity and address climate change and land use impacts through cooperative management and education, (3) Provide welcoming and safe coastal access for all, (4) Create a sustainable and inclusive organization through the implementation of sound governance, fiscal management policies, and partnerships. We envision a more compassionate and joyful world of engaged communities inspired to care for the coast through visits to safe and welcoming beaches, trails and vista points. In collaboration with local tribes and inspired community members, coastal natural and cultural resources are protected, resilient, and managed in perpetuity for future generations of all species.

Currently, TCLT has three part-time staff members: Executive Director, Coastal Stewardship Coordinator, and Environmental Educator. As is the nature of small teams, we all tend to wear multiple hats, as will our Executive Director. Our Coastal Stewardship Coordinator (CSC) leads our property monitoring and maintenance and stewardship work day programs, and plays a strong role in our outreach, seabird, and education programs. The CSC also supports fundraising and other organizational tasks as needed. Our Environmental Educator will be employed for the summer season, and potentially longer, to lead our education programs funded through various partnerships and grants. We will host two College Corps Fellows from Cal Poly Humboldt during the 2023-2024 academic year. Our Fellows will support our stewardship, public access, education, and outreach programs. We are currently employing an Administrative Manager to support financial operations until we fill the ED position. We also contract with a bookkeeper to perform higher level accounting and tax duties. Lastly, our outgoing ED will be available on a part time basis to support the transition of the new ED.



Learn more at www.TrinidadCoastalLandTrust.org or by calling 707-677-2501

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CORE RESPONSIBILITIES

The Executive Director (ED) reports to the Board of Directors, operates within all board-approved policies, and serves as the lead executive of the organization. They are responsible for the implementation of TCLT's Strategic Plan and consistent fulfillment of its purpose, vision, and financial objectives. The TCLT Board of Directors seeks a dynamic executive leader who is capable of taking on the following core responsibilities.

Fundraising & Public Relations

The ED embodies a humble confidence with regards to fundraising and they will strive to increase the visibility of TCLT through involvement in the community and overseeing the outward facing image of the organization. This includes fostering positive external relationships with Tribes and other governments, tribal entities, the press, the public, etc. They will engage internally with the board, committee members, and staff to produce, implement, and oversee annual fundraising plans in support of the strategic plan and annual budget. They will skillfully integrate a variety of strategies including writing letters for annual giving, seeking out and writing grant proposals, identifying, planning, and coordinating outreach and special events (including the Moonstone Classic and Toast to the Coast), fostering business partnerships, and cultivating personal relationships with donors. The ideal candidate will establish a fundraising plan that is informed by knowledge of our donor base, successes and challenges of the past, takes initiatives to pursue new strategies, and communicates a compelling and persuasive narrative to solicit financial support from the community.

Administration & Organizational Management

In collaboration with the board and staff, the ED oversees annual work planning, annual meetings, and strategic plan updates to ensure the organization is adhering to its purpose, vision, and goals while advancing racial, gender, age, and economic diversity throughout TCLT's culture, programs, policies, and operations. They work with Board Officers to prepare for and coordinate monthly board meetings, occasional committee meetings, and provide professional development opportunities. The ED also provides the Board of Directors with the resources, information and training necessary to fulfill their duties, to be organizational ambassadors, and help identify prospective board members who bring the skills, attributes and lived experiences necessary for the board to be as highly functioning as possible. They work with the contracted bookkeeper, staff, and Board Treasurer to develop the annual budget, complete monthly financial tracking and reporting, ensure that insurance is up to date, and various annual tax paperwork is completed. In addition, the ED supervises a small staff team, as well as interns, provides regular staff meetings, and conducts employee reviews. Lastly, the ED ensures proper maintenance of the TCLT office building and Trinidad Art Gallery.

Program & Project Management

The ED is familiar with all internal and grant-funded programs and projects, including education, outreach, community science, public access, land maintenance, and stewardship. They supervise and support program and project management staff, ensuring that projects are tracked, reported on, kept within budget, and program objectives are met. The ED may be responsible for program/project management depending on staff capacity, specifically larger public access improvement projects. The ED works with landowners, agencies and the public to navigate property and/or safety issues, or uses best judgment to delegate to staff. The ED ensures that regular public access maintenance and annual property monitoring is completed on the prescribed schedule. The ED also facilitates the California Coastal National Monument Trinidad Gateway group through quarterly meetings, and represents TCLT at various community meetings, committees, and events in the sphere of operations.

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Qualifications

The ideal candidate has a combination of education, experiences, skills, and personal qualities necessary to carry out the duties of the position, including the following:

- Minimum of five years of leadership experience and demonstrated achievements within the environmental conservation nonprofit field, preferably with a land trust or coastal land managing entity.
- Prior experience supervising staff.
- Prior experience working with a nonprofit board and can demonstrate understanding of board governance and decision-making.
- Demonstrated success at implementing an array of non-profit fundraising strategies.
- Minimum education: Bachelor's Degree or equivalent.
- Strong written, verbal, public speaking, and interpersonal communication skills.
- Demonstrated ability to manage and prioritize a very wide diversity of tasks and projects and can balance our big-picture vision with on-the-ground details of operations.
- High level strategic thinker, planner and decision maker in alignment with organizational goals and values.
- Sincere passion for the purpose and vision of TCLT and demonstrated understanding of strategic plan.
- Experience working with diverse populations, including local Tribes and Indigenous communities, land-managing entities, donors, volunteers, government entities, collaboratives, low income and BIPOC.
- Results-driven, self-motivated, and proven ability to meet deadlines.
- Technologically savvy, including proficiency with Microsoft Office applications (including Excel), basic QuickBooks, Google Drive, customer relations management software, social media, and Canva.

Position Details & Compensation

- Range of 30-40 hours per week.
- Schedule is typically office hours Monday through Friday, with flexibility to accommodate evening and weekend meetings and events.
- A valid driver's license is required.
- Fully vaccinated for Covid-19.
- Must work out of the Trinidad office at least 3 days a week.
- Starting salary: \$60,000 - \$70,000 DOE
- Benefits include: accrued paid vacation time, accrued paid sick leave, three paid Holidays, and Health Insurance allowance.

To Apply

Please email your resume and cover letter with current references compiled into a single PDF with Executive Director Search Committee in the subject line to info@trinidadcoastallandtrust.org. Your cover letter should address the following questions (1) Why do you want to be the Executive Director of TCLT and what is your vision for the organization? (2) How do your skills, knowledge, abilities, and experiences align with the diverse core responsibilities of the position? (3) Describe your coordination, communication and outreach experience with California Native American tribes, land managing agencies, community groups, and other coastal stakeholders.

Review of applications will begin on June 16th, however the search will continue until the position is filled.

TCLT is committed to fostering a just, equitable, diverse and inclusive organization for all people who seek to enjoy and protect the coast. We are an equal opportunity workplace that is committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, or any other protected class.

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