



## **Executive Director Job Description**

### **About TCLT**

Trinidad Coastal Land Trust (TCLT) owns and manages 11 properties and 16 conservation easements, providing public access to the Trinidad Coast while protecting the natural beauty of the area. In addition to land conservation, TCLT sponsors numerous outreach activities to engage our community in training programs, such as monitoring seabirds and pinnipeds, leading Stewardship Workdays, guiding educational walks, and engaging with local artists.

### **Job Summary**

Reporting to the Board of Directors, the Executive Director (ED) serves as the lead executive of the organization, responsible for the implementation of TCLT's Strategic Plan and consistent achievement of its mission and financial objectives. In collaboration with staff and committees, the ED works to ensure fiscal and organizational best management practices are followed as outlined in the Land Trust Alliance's Standards and Practices, which have been adopted by TCLT. These standards provide ethical and technical guidelines for organizational operations. The ED provides updates to the Board on organizational activities at monthly board meetings, coordinates with select committees as necessary, and directly manages staff.

## **CORE DUTIES AND RESPONSIBILITIES**

### **Outreach and Fund Development 50%**

- Produce and implement annual Fundraising Plans in support of the TCLT Strategic Plan and incorporate a variety of strategies including annual giving, special events, personal solicitations, and grants.
- Engage the board, committee members, and staff in the implementation of the fundraising plan.
- Lead and/or coordinate fundraising strategies including grant writing, major donor cultivation, hosting fundraising and outreach events, and the promotion of planned giving.
- Support membership drives with an annual newsletter and an appeal letter.
- Identify and present grants that support strategic goals to the board for authorization to apply.
- Pursue funding for priority acquisitions, stewardship, and education projects consistent with strategic plan goals.
- Ensure that educational programs and outreach materials keep the community connected to TCLT's work to advance community understanding and involvement in the mission of TCLT.

### **Administration and Organizational Management (25%)**

- Oversee annual planning and periodic strategic plan updates.
- Ensure adherence to the Strategic Plan.
- Ensure that annual budget and work plans are produced, board approved, and implemented via best management practices and policies.
- Working in collaboration with the Treasurer and Office Manager, ensure that insurance is up to date, policy coverage amounts are adequate, annual tax returns are filed, and monthly financial reports are provided to the board.
- Prepare board meeting packets including agendas, reports, updates to board; ensure that minutes are taken and posted.
- Advances racial, gender, age, and economic diversity throughout TCLT's culture, programs, policies, and operations.
- Supervise staff and provide annual employee reviews.

- Together with the board, plan for and implement the TCLT Annual Meeting.
- Support all board committees and request ad hoc committee formation as needed.
- Other duties as assigned by the board.

### **Conservation, Stewardship, Property Monitoring and Maintenance (25%)**

- Supervise and support project and program management staff, ensuring that projects are tracked, reported on, kept within budget, and stewardship and program objectives are met.
- Work with landowners, agencies and the public on property issues, safety, and land use.
- Facilitate the California Coastal National Monument Gateway group and represent TCLT at meetings, and on committees relating to the CA Coastal National Monument and trails development and maintenance in TCLT's sphere of operations.
- Serve as project manager and/or oversee project managers and contractors to implement public access projects.

### **Minimum qualifications**

Must possess a combination of education, experience, skills, and abilities necessary to carry out the duties of the position, including the following:

- Strong leadership and organization skills with attention to detail.
- Well-developed interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to work effectively with members of the staff and board of directors.
- Results-driven, self-motivated, and proven ability to meet deadlines.
- Excellent writing, word processing, data processing, and social media skills including proficiency with Microsoft Office applications (including Word, PowerPoint, and Excel).

### **Preferred qualifications**

- Minimum of 3 years in a leadership position in a non-profit, including successful fundraising, event planning, and staff supervision.
- Prior experience working with a nonprofit board and demonstrable understanding of board governance and decision-making.
- Experience working in land conservation.
- Minimum education: Bachelor's Degree or equivalent.
- Experience working with diverse populations, including Indigenous communities.

### **Position and Compensation**

- 30 hours per week
- Work schedule is typically Monday to Friday, with flexibility to accommodate evening and weekend projects, meetings, and events
- A valid driver's license is required.
- Starting salary: \$40,000 - \$50,000 DOE
- Benefits include: PTO, Sick time, Paid Holidays, and Health Insurance allowance

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 opportunity 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.

Please send resume and cover letter with current references to Executive Director Search Committee, P.O. Box 457, Trinidad, CA 95570. Or email to [info@trinidadcoastallandtrust.org](mailto:info@trinidadcoastallandtrust.org).