



Executive Director Job Description

About the Gallatin Valley Land Trust. The Gallatin Valley Land Trust conserves Southwest Montana's heritage of open landscapes, working farms and ranches, healthy rivers and wildlife habitat; and creates trails to connect people, communities and the land. Since our founding in 1990, the Gallatin Valley Land Trust has partnered with 85 families to conserve over 36,000 acres and has helped create over 60 miles of trails in the Main Street to the Mountains trail system. We are an accredited land trust and have approximately 2,000 members. Celebrating our 20th anniversary this year, GVLТ is poised to grow our conservation and trails operations significantly over the next 5 years. We seek a leader who can deliver on ambitious fundraising and program goals to help make GVLТ an even more successful leading land trust in Montana. For more information about GVLТ and its programs, visit www.gvlt.org.

Essential Functions. As the chief executive officer of the Gallatin Valley Land Trust, the Executive Director will provide professional oversight of the organization and its professional staff of six, ensuring that the land trust is managed effectively to achieve its mission. He or she must be an excellent communicator, strong leader, motivator and team builder, and uphold the highest ethical standards at all times. In collaboration with the Board of Directors and staff, he or she will be able to articulate and convey a vision for the future of the Gallatin Valley Land Trust and translate strategic goals into achievable objectives.

As the lead fundraiser for the organization, the Executive Director will develop, sustain, cultivate, and identify new sources of philanthropic support, including major donor gifts, foundation support, planned giving, and business donations. The Executive Director will oversee the fiscal operations of the organization.

The Executive Director must be able to provide leadership and identity for the organization within our service area. He or she will maintain and expand strong relationships with our members, easement donors, financial supporters, government officials and agency and foundation partners.

Specific Duties

FUNDRAISING

- Lead the identification, cultivation, and solicitation of major donors in association with the Board of Directors.
- Identify, cultivate, and secure public and foundation funds for unrestricted and restricted uses.
- Strategically identify and execute additional development programs, including planned giving and capital campaigns.
- Oversee the management of GVLТ's membership program.

MANAGEMENT

- Supervise staff, providing mentoring and leadership and creating a positive working environment.
- Develop and monitor an annual budget and provide overall management of the fiscal operations of the land trust in cooperation with the Board Treasurer and Finance Director.

Gallatin Valley Land Trust

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- Prepare, with the Board of Directors, strategic plans and annual operating plans, and ensure their implementation.
- Ensure board and staff compliance with all internal policies and procedures, legal requirements, and financial standards. Maintain status as an accredited land trust.
- Work with the Board President to coordinate the efforts of the Board of Directors, including planning, governance, and fiduciary oversight. Help recruit and develop new Directors.

RELATIONSHIPS & COMMUNICATIONS

- Articulate and expand a vision for our regional mission and oversee the expansion of the organization's outreach.
- Establish and maintain strong, positive working relationships with a wide range of partners and stakeholders.
- Represent GVLТ to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners.
- Communicate the land trust's vision and exemplify its core values.
- Demonstrate political sensitivity when conducting the affairs of the land trust.

PROGRAMS

- Ensure that the organization achieves its conservation and trails mission in a highly strategic and focused manner.

Qualifications, Skills, and Abilities

- Advanced education and at least five years experience in related field
- Experience achieving fundraising goals including developing, sustaining, and identifying new sources of financial support
- Demonstrated leadership skills, including management and supervisory skills and experience working with a non-profit Board of Directors
- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders
- Experience in financial management
- Commitment to the mission of the Gallatin Valley Land Trust. Knowledge and experience with the Northern Rockies/Mountain West and its physical, social, and cultural environments are preferred.

Compensation

Salary range for the position is \$65,000 - \$85,000, or negotiable DOE. GVLТ provides competitive retirement, health benefits and vacation leave. This position is full-time, non-exempt.

To Apply

Email a letter of interest, resume, and three references to landtrust@gvlt.org with "Executive Director Search" in the subject line. Applications are only accepted electronically; no calls please. Application review begins June 21 and the position is open until filled. GVLТ is an equal opportunity employer.