



PRESERVING LAND AND RESTORING HABITAT FOR THE EDUCATION AND ENJOYMENT OF ALL

Job Description

Executive Director

The Palos Verdes Peninsula Land Conservancy (PVPLC) is a nonprofit organization, which works cooperatively with cities, property owners and environmental groups, locating funds for purchasing land, providing tax benefits for land donation, restoring habitat, and promoting the conservation of natural open space. We cover the geographic Palos Verdes Peninsula. PVPLC's mission is to preserve land and restore habitat for the enjoyment and education of all.

Position Summary

As the chief executive staff member, the Executive Director (ED) will provide professional oversight of the organization and its professional staff ensuring that the land trust is managed effectively to achieve its mission. The ED must be a strong leader, excellent communicator, and dedicated team builder, and uphold the highest ethical standards at all times. Together with the Board of Directors, the ED will be able to articulate and convey a vision for the future of the Palos Verdes Peninsula Land Conservancy and translate strategic goals into achievable objectives.

The ED will oversee each of the land trust's main program areas, including land protection, land stewardship, and environmental education. The ED will work with the Development Director to identify, sustain, and cultivate new sources of philanthropic support, including major donor gifts, foundation support, planned giving, and business donations. The ED will oversee the fiscal operations of the organization.

The ED 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, land and easement donors, financial supporters, government officials, and foundation partners.

Specific Duties

Fundraising

- Work with the Development Director and Board on the identification, cultivation, and solicitation of major donors, business supporters, and foundations
- Work with Development Director on fundraising plans for annual giving, planned giving, and membership as well as metrics analysis for long-term growth
- Employ best practices and maintain the highest ethical standards in all aspects of fundraising

Management and Planning

- Supervise staff while fostering a positive and supportive environment that challenges individuals to reach their personal and group potential

- Develop and monitor an annual budget and provide overall management of the fiscal operations in cooperation with the Board Treasurer
- oversee strategic land acquisition efforts including identifying land prospects, meeting with landowners, securing funding, and completing land deals
- Implement the Strategic Plan with the staff and Board of Directors
- Ensure compliance with all internal policies and procedures; meet all legal and financial requirements
- Develop and work with the Board of Directors to maintain a strong, healthy, successful organization

Relationships and Communications

- Articulate and expand a vision for the Palos Verdes Peninsula Land Conservancy's mission across its coverage area
- Establish and maintain strong, positive working relationships with a wide range of partners and stakeholders
- Represent the Land Conservancy to a variety of audiences, including volunteers, members, government agencies, community leaders, and professional partners
- Acquire knowledge of local and national issues related to the Land Conservancy's mission in order to serve as an effective spokesperson for the organization
- Oversee maintenance of organizational image/brand on local and regional level, together with Development and Communications staff

Programs

- Ensure the organization achieves its conservation mission in a strategic and focused manner
- Understand the responsibilities of each staff member and support them to achieve their programmatic goals in support of the larger organizational goals
- Develop expert understanding of the strategies and alternatives available to landowners that may wish to engage in conservation transactions
- Ensure continuance of the Land Conservancy's high-quality environmental education program, along with the Environmental Education Director
- Support staff in event planning and coordination

Skills and Qualifications

- Bachelor's degree or equivalent experience required, advanced degree preferred, and five to ten years' experience in conservation, nonprofit management, and/or related field
- Experience achieving fundraising goals, including identifying, developing, and sustaining new sources of financial support
- Experience in negotiating and acquiring property
- Demonstrated leadership and management skills
- Experience working with a Board of Directors

- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders
- Experience in the development of budgets and financial reports
- Understanding of the work of land trusts
- Strong organizational skills and managerial experience; ability to manage multiple priorities/activities, delegate effectively, and motivate others
- Ability to utilize the organization's resources efficiently and promote growth
- Ability to connect meaningfully with people of diverse backgrounds
- Willingness to attend meetings/events on evenings and weekends as necessary
- Commitment to the mission of Palos Verdes Peninsula Land Conservancy

For more information about the Palos Verdes Land Conservancy, visit www.pvplc.org

Email resume to land@pvplc.org

Position open until filled.