



Executive Director of Greenspace – The Cambria Land Trust

Greenspace—The Cambria Land Trust, seeks qualified candidates for the position of Executive Director.

About Greenspace

The mission of Greenspace—The Cambria Land Trust, a 501c3 non-profit organization founded in 1988, is to preserve and protect the environment of the North Coast of San Luis Obispo County by

- Protecting and enhancing open space and natural areas
- Promoting awareness and appreciation of environmental issues
- Promoting sustainable land use and management of natural resources
- Protecting and promoting healthy forests through Monterey Pine Reforestation; and
- Preserving historic and cultural sites which are significant to the area.

Greenspace is supported by a community and board of directors that have a long history of engaged and enthusiastic advocacy for the environment.

Greenspace programs include Advocacy, Stewardship, Education, Reforestation, Water Quality and Property Acquisition. Greenspace currently owns and manages 24 parcels for public use with the Cambria, CA region. The Executive Director will be the primary employee of the organization with part-time staff/consultants added as budget allows.

Job Description

The Executive Director, working closely with the 13-member Board of Directors, helps establish and implement strategies to advance the protection of priority conservation sites and resources within the North Coast of San Luis Obispo County, and is responsible for the organization's achievement of its mission and financial objectives. The Executive Director leads the fundraising program which includes soliciting public and private funds, including grant-writing, major gifts, membership and planned giving. The Executive Director must build cooperative and productive working partnerships with the Board, volunteers, donors, local citizens, corporations, educational institutions, government agencies and conservation partners. Overall, the Executive Director is the public face of Greenspace and must consistently promote and advance its goals and objectives in a positive and engaging manner.

Specific duties and expectations of the Executive Director include:

Operations and Programs

Support the strategies and objectives of the Board of Directors; think strategically and make long-term and short-term decisions based on analysis, experience, and organizational need.

- Coordinate with staff, volunteers and consultants to deliver Greenspace programs including Advocacy, Education, Reforestation, Water Quality and Stewardship/Acquisition
- Provide an Executive Director's Report at monthly Board of Directors meetings and coordinate the Annual Retreat, providing guidance and updating of the Strategic Plan.
- Maintain required legal records and documents, and ensure compliance with non-profit, land use and federal, state and local regulations as well as internal policies. Understand local and state government operations and regulations as they pertain to land preservation, water quality, forestry and other environmental laws.
- Oversee the stewardship and maintenance of Greenspace properties using contractors and volunteers.
- Retain an inventory of all assets of the organization, including real and personal property.

Fundraising

Develop the fundraising capabilities to meet Greenspace annual operating and capital needs and work towards building restricted funds and endowment.

- Working with the Board of Directors, Identify, cultivate and solicit potential donors of both property and financial support Manage donor records and acknowledgements, exceeding donor relations expectations.
- Initiate, lead and participate in successful fundraising events including event design, volunteer committees, sponsorships and event execution and accurate financial and reporting accountability.
- Manage and grow membership and direct mail/online campaigns.
- Lead a communication strategy, with volunteers and consultants, that engages and encourages support of Greenspace, including regular newsletters, social media, website updates, collateral materials and media/public speaking efforts.
- Develop, update and effectively use proposal templates and case for support materials.

Advocacy

- Identify critical environmental threats and issues within the area and incorporate knowledge of federal and state laws that affect California's fisheries and watersheds including the Public Trust Doctrine, Endangered Species Act, NEPA, and CEQA to advance the mission
- Expand and enhance community awareness through ongoing outreach efforts; building sound working relationships and cooperative arrangements with stakeholders, community groups and organizations.
- Serve as the primary spokesperson for the organization, including making public presentations, advancing strategic partnerships, and responding/commenting to proposals, requests and issues in ways that reflect the integrity of the organization's mission and goals.
- Mobilize community and political support for environmental issues consistent with the organization's mission.

Volunteer Management

- Recruit, motivate and lead teams of volunteers. Implement a volunteer database and management system.
- Provide a climate that attracts, retains, keeps, and motivates diverse volunteers In a safe, non-discriminatory and compliant work environment.
- Assist various board committees achieve their respective objectives and initiatives.

Budget and Finance

- Develop and maintain sound financial practices in coordination with Board Executive Committee, Treasurer and consultant(s).
- Work with the Budget Committee and Treasurer to prepare an annual budget for the Board of Director's approval and ensure that the organization operates within these budget guidelines.
- Meet financial objectives to ensure adequate operational and programmatic funding

Requirements/ Working Conditions

Greenspace is seeking an energetic and outgoing professional leader with an ability to multi-task and with a demonstrated passion for land conservation and environmental protection. This position requires excellent communication skills, experience with all aspects of fundraising and familiarity within Quickbooks online, publishing software, Excel and other database programs. The position requires occasional work at outdoor sites, and occasional attendance at evening/weekend meetings and events. Partial remote work schedule is negotiable.

Three years' relevant experience required.
Master's degree or equivalent experience preferred.
Valid California Driver's License and clean driving record required.

Salary and Benefits:

1. Salary \$55,000 to \$65,000 range
2. Full-time FLSA exempt
3. Health insurance stipend
4. Vacation and Sick Leave
5. Holidays

How to Apply

Cover letter and resume with three references can be sent to "Executive Director Search"

info@greenspacecambria.org

No phone calls please.

The position is open until filled.

Greenspace provides equal opportunity in recruitment and employment to all individuals without regard to race (inclusive of traits historically associated with race, including, but not limited to, hair texture and styles, such as braids, locks, and twists), color, national origin or ancestry, citizenship status, uniform-service member status, religion, religious creed, sex, gender, gender identity or expression, marital status, sexual orientation, pregnancy, perceived pregnancy, childbirth or related medical conditions, breastfeeding, physical or mental disability, medical condition, genetic information, age, or any other basis protected by applicable federal, state, or local law, ordinance, or regulation. Greenspace encourages applications by diverse candidates to help promote inclusion in conservation, environmental awareness and community leadership.