



**Wild Rivers Land Trust
Executive Director
Position Announcement**

Position: Executive Director, Wild Rivers Land Trust

Office Location: Port Orford, OR. Applicants will be required to reside in or relocate to the Southern Oregon Coast.

Compensation and Benefits: Salary is commensurate with experience and ranges \$95,000 - \$105,000 plus a self-directed benefits package of 14% of salary towards health care and/or retirement.

Anticipated Start Date: May 2025

To apply: Send cover letter and resume to: Ann Schmierer execdirector@wildriverslandtrust.org To be considered for the initial round of interviews, submit your application no later than March 7, 2025; however applications will be accepted after that date and until this position is filled.

About the Wild Rivers Land Trust

The Wild Rivers Land Trust (WRLT) is a vibrant non-profit organization that began with a handful of like-minded residents passionate about conserving land along the Elk River. Their goals were the same as ours are today—to engage our communities in the preservation of our natural world in order to better ensure a healthy, sustainable planet for all. Significant expansions of our service area occurred in 2014 and 2018, bringing our conservation services to people and communities that need them. The Land Trust currently serves 2.3 million acres on Oregon’s south coast throughout Coos, Curry and southern Douglas counties. Wild Rivers Land Trust just renewed its accreditation through the Land Trust Accreditation Commission, and the organization will celebrate 25 years of service to our region this year.

WRLT is poised for extensive growth and is seeking an individual who has demonstrated abilities to grow the organization and continue our strong track record of fundraising. We are financially strong with our 2025 budget plans for adding more employees to support both our conservation and fundraising efforts. The expansion will focus on community outreach, regional partnerships, staffing, and fundraising.

Our Vision

We envision a future where clean water, abundant salmon runs, sustainable working lands, and prospering rural communities forever define Oregon’s southern coast.

Our Mission

To keep the irreplaceable lands and waters of the southern Oregon coast forever wild and abundant.

Life on the Southern Oregon Coast

The Southern Oregon Coast is one of the most beautiful places on earth. With mild climate year-round, this is the perfect place for those who love being outdoors without battling harsh weather. Life on the Southern Oregon Coast makes it easy to balance a fulfilling career with personal time. After a productive day at work, unwind with a walk on the beach, a round of golf, or a stunning sunset over the Pacific Ocean. For anglers, the Coos, Sixes, Elk, Rogue and Chetco rivers provide some of the best

salmon and steelhead fishing opportunities in the lower 48 states while thousands of acres of national forest provide excellent outdoor adventures. Join us on the Southern Oregon Coast, where you can grow professionally while living in one of the most beautiful and serene places in the country. This is more than a job—it's a lifestyle upgrade. Experience the best of both work and life in this extraordinary setting.

Summary of Duties

The Executive Director is responsible for growing WRLT to meet the conservation needs of our service area, strategic leadership, and day-to-day operations of WRLT. It is a full-time salaried (“overtime exempt”) position. Fundraising and membership growth are key measures of success. The Executive Director is the primary spokesperson for WRLT and leads a team of staff and contractors. Currently staff includes a full-time Conservation Director, part-time Stewardship Director, EPA Project Manager, a contract Finance Director and openings for newly created positions of Conservation Manager and Fundraising Manager. Future additions may be possible as budget permits.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the Executive Director and the Board expects the position to evolve as time progresses.

Responsibilities

50% Acquire Funding to Grow and Sustain WRLT The primary responsibilities of the Executive Director are to secure funding to staff and operate the organization, and to ensure WRLT protected lands are well managed. Leads the Funding Committee to increase and diversify revenue with a focus on individuals and major donors. The Executive Director leads the implementation of the fundraising plan while identifying, cultivating and soliciting potential donors and building membership. Actively seeks and writes grants to cover staff, operational and project requirements related to the mission and strategic plan and undertakes grant management and reporting.

20% Communications & Representing WRLT Serves as the public face for WRLT and works directly with the Board of Directors to build the organization’s reputation, name recognition and professional status with partners, including non-governmental organizations, Tribes, federal, state and local governments, and the general public. Oversees appropriate communications among these groups and with the WRLT membership. Encourage partnerships using regular communication with members, presentations to groups and hosting or attending partner meetings and public events. Helps recruit, orient, train, and evaluate Board members to insure a highly committed and sustainable Board of Directors.

20% Administrative, Financial Management and Staff Supervision Performs activities necessary to manage a non-profit land trust in an effective manner. In collaboration with the Board develops and implements strategic plan goals and work plans. Works directly with the Treasurer and contract Financial Officer to establish an annual budget based on revenue sources, strategic goals, and other appropriate budget protocols. Implements and tracks the approved annual budget, ensuring accountability and transparency of funds. Ensures compliance with grant policies, reimbursement processes and reporting requirements. Provides direction to all WRLT staff/contractors while supervising and evaluating their work performance. Hires staff, writes job descriptions and delivers performance reviews. Maintains Land Trust Accreditation.

10% Conservation Projects Coordinates with WRLT staff and landowners on planning and execution of real estate transactions, strategic conservation planning and stewardship of protected properties. Provides review of documents related to real estate transactions and monitoring of fee lands and conservation easements.

Qualifications

- **Most important** – Strong record of fundraising. Demonstrated ability to recruit and maintain relationships with large donors, corporate donors and foundations. **Examples must be included in the application cover letter.**
- At least five years nonprofit management or comparable experience; land trust experience preferred. Solid understanding of the 501(c)3 legal and operational framework.
- Firm grasp or ability and interest in learning land conservation and stewardship strategies and techniques
- Develop and sustain regional partnerships.
- Persistent and positive individual who has vision and a passion for the land and community
- Exceptional Board development skills.
- Strong leadership skills with an ability to connect and communicate well with a diverse range of communities and individuals.
- Strong commitment to diversity, equity and inclusion
- Strong knowledge of the service area is preferable
- Successful experience as administrator or manager. Demonstrated ability to supervise, coach and mentor staff and volunteers.
- Proven ability to manage multiple projects and assignments simultaneously and meet deadlines
- Excellent organizational, presentation, verbal and written communication skills.
- Experience developing public outreach strategies and proven ability to work with the media
- A demonstrated ability to exercise sound judgment, and use of initiative and innovation
- Demonstrated ability to manage time, workload, and stress in a fast-paced, multi-tasking environment
- Strong computer skills
- Demonstrated ability and willingness to work independently with minimal day to day supervision
- Willingness to work outside the office around the service area, including frequent driving and after hour meetings.

Supervision: The Executive Director reports to the WRLT Board of Directors and is supervised by the WRLT Board President or other designated member of the Board. The WRLT Executive Committee serves as the organization's Personnel Committee.

Special Job Requirements: Frequent travel around the WRLT service area, flexible work hours, including some weekend and evening hours. A valid driver's license and use of a personal vehicle are required. Successful applicants will undergo a full background check. The WRLT office is smoke free.

Physical Demands: The Executive Director regularly uses a computer/phone, walks, bends, and leads outdoor tours. Must be able to maneuver, lift and carry event materials, packages and supplies.

For additional information about the Wild Rivers Land Trust, see:

<https://www.wildriverslandtrust.org/>

The Wild Rivers Land Trust is an equal opportunity employer