



## Deschutes Land Trust Position Description

**Job Title:** Executive Director  
**Reports To:** Deschutes Land Trust Board of Directors  
**Exempt:** Yes  
**Type:** Full-time

### **Summary:**

The Executive Director leads the staff and supports the Board of Directors of the Deschutes Land Trust (the Land Trust) in advancing our mission: to conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. The Executive Director models and champions an equitable and inclusive organizational culture and inspires trust by acting with integrity and transparency. The Executive Director works with staff to deliver the programmatic, operational, and fundraising strategies necessary to meet the Land Trust's goals. In the community, the Executive Director plays a central role in partnership development, fundraising, and community relations.

### **Essential Functions:**

#### **Strategic Leadership**

Working in concert with the Board and Senior Leadership Team, the Executive Director champions the mission, vision, and strategic direction of the Land Trust:

- Keep our vision at the forefront of our work: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.
- Ensure that the strategic plan is translated into actionable goals and work plans to foster alignment across the organization.
- Engage the staff and Board in developing and implementing strategies, initiatives, policies, and practices that incorporate Diversity, Equity, and Inclusion (DEI) throughout the Land Trust's operations, programs, and governance—as well as within coalitions and community partnerships.
- Build and maintain strong relationships with external stakeholders (including donors, funders, partners, community leaders, etc.) to inspire support and collaboration around shared conservation goals.

#### **Staff Leadership**

The Executive Director leads and nurtures the Land Trust's skilled professional staff, fostering a culture of mutual support and accountability:

- Directly supervise and support Directors, including hiring, professional development, performance feedback, coaching, evaluation, and when necessary, separation. Team members

include the Conservation Director, Operations Director, Outreach Director, and Stewardship Director. *(A new development position is also anticipated).*

- Create clear expectations and accountability for individuals and the staff team as a whole; address challenges and conflicts with courage and compassion.
- Understand and effectively engage the talents and ideas of all staff members. Bring the entire staff together to create a culture that values individual and collective contributions and is inclusive, equitable, and respectful.
- Prioritize and promote efforts to enact the Land Trust's DEI goals among all staff and teams.
- When making important decisions, solicit input. Communicate decisions with transparency.

### **Fundraising**

The Executive Director, in concert with the Board of Directors and professional development staff, is a primary leader of the Land Trust's fundraising efforts:

- Foster a culture of philanthropy where all staff and board members understand their roles in creating fundraising success.
- Develop a sustainable funding strategy and annual fundraising plan in partnership with the Land Trust's professional development staff and the Board's Fundraising Committee.
- Cultivate relationships with current and prospective donors and foundations.
- Actively solicit donations.

### **Board Relations**

The Executive Director supports the Board and works in partnership with the Board to advance the long-term sustainability and success of the Land Trust:

- Engage with the Board in strategic conversations about consequential issues and opportunities for the Land Trust. Collaborate with Board leadership to design and implement effective Board meetings and planning sessions.
- Communicate transparently with the Board, providing timely and relevant information, advice, and recommendations to help the Board make strategic decisions.
- Report on progress towards achievement of the Land Trust's goals, including finances, management, operations, and programs.
- With the Board Development Committee, cultivate, recruit, and orient new Board members.
- Participate in Board committees as needed, and ensure that Board committees are well supported.

### **Community and Partner Relations**

The Executive Director serves as a relationship-builder and partnership developer:

- Nurture and support collaboration and partnerships with conservation organizations and other allies to achieve shared goals.
- Develop and maintain key relationships, including federal, state and local agencies, elected officials, Tribes, and community-based organizations.
- Represent the Land Trust at a wide array of public and private functions and with diverse groups, including the media.
- In accordance with the Land Trust's strategic direction and advocacy policy, advocate on public policy matters.

## **Financial Management and Administration**

The Executive Director is responsible for ensuring sound financial management and administration, including the following:

- A strategy for financial health and sustainability;
- Appropriate financial management and administrative policies and procedures;
- Compliance with applicable policies, procedures, laws and best practices;
- A timely, accurate annual budget that reflects the Land Trust's strategic direction;
- Accurate and timely financial statements;
- Compliance with all legal and contractual requirements established in any agreements to which the Land Trust is a party; and
- Maintain accreditation and good standing with the Land Trust Alliance.

## **Work Environment**

- The Executive Director regularly works in an office setting and occasionally in the field/at Land Trust protected lands.
- This position requires moderate travel, such as attending community events and meetings, and leading tours of Land Trust protected lands.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## **Other Duties**

This job description does not contain a comprehensive listing of all duties, responsibilities, and activities associated with the Executive Director position. Duties, responsibilities, and activities may change at any time with or without notice.

## **Signatures**

This position description has been approved by:

Authorized by: \_\_\_\_\_ Date\_\_\_\_\_

Employee signature below constitutes an understanding of the requirements, responsibilities, and expectations of the position.

Accepted by: \_\_\_\_\_ Date\_\_\_\_\_

## **Who We Are:**

**Our Mission:** We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

**Our Values:** Excellence, Accountability, Teamwork, Inclusion, Diversity, Equity, Collaboration, and Permanence

**Our Vision:** We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

*The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin.*

**More Information:** [www.deschuteslandtrust.org](http://www.deschuteslandtrust.org)