



## Deschutes Land Trust Job Posting

**The Deschutes Land Trust is seeking an experienced Volunteer Program Manger to join its dedicated team!**

### **Who We Are:**

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 17,500 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit [deschuteslandtrust.org](http://deschuteslandtrust.org)

### **What You'll Do:**

The Volunteer Program Manger recruits, engages, builds, and retains the Land Trust's corps of volunteers to help meet the mission of the organization. The Volunteer Program Manager will work with staff to build capacity of existing and future programming through effective volunteer engagement. The Volunteer Program Manager reports to the Outreach Director, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust.

### **Essential Functions:**

#### **Volunteer Management**

- Design and implement a plan to recruit and retain volunteers to meet the objectives outlined in the Land Trust's strategic plan and community engagement plan.
- Build relationships with volunteers, crew leaders and partners including periodically attending work parties, meetings, and events.
- Manage current volunteer programs for the organization. This includes but is not limited to: Walk + Hike program with volunteer naturalists and shepherds, Trail Stewards, Trail Ambassadors, Weed Warriors, Bird Surveyors, and Photographers.
- Work with staff to develop new volunteer programs and projects that meet the needs of the organization and increase our overall capacity.
- Recruit, screen, and match volunteers to effectively meet the needs of current and new Land Trust programs, events, or projects.
- Train, manage, and evaluate volunteers to effectively meet the needs of current and new Land Trust programs, events, or projects. This includes creating a consistent volunteer experience across the organization, and designing trainings to build volunteering capacity.
- Identify, track, and share program results (including stories and photos) for internal and external reporting, volunteer recruitment and engagement, and overall Land Trust communications.
- Care for and recognize volunteers to ensure they feel they feel meaningfully engaged and fulfilled and so that they stay with the organization.
- Actively work to build a more diverse, equitable and inclusive volunteer community including evaluating current practices, identifying ways to reduce barriers to volunteering and helping to build skills and awareness among staff and crew leaders.

## Community Engagement

- Work with the Outreach Director and Outreach team to define, implement, and track goals for the Land Trust's overarching community engagement plan.
- Build relationships with communities and partners throughout Central Oregon to grow and diversify our supporter base (including volunteers) and meet the needs of the organization.
- Design, execute, and attend community engagement activities and events. This includes establishing and coordinating systems for efficiency and economies of scale for events/activities from inception to completion to follow up.

## What you Need:

- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Experience:** Cultural competency skills and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds. Experience with and commitment to applying diversity, equity and inclusion principles and practices within an organization to programs. Commitment to fostering an inclusive volunteer community, where people of all identities are represented and feel welcome.
- **Volunteer Program Management Experience:** At least 3 years of nonprofit program coordination or volunteer management experience or equivalent including experience facilitating training or educational opportunities.
- **Relationship Building Skills:** Excellent interpersonal skills and ability to build trusting relationships through empathetic and thoughtful listening, a positive attitude, and the sensitivity to the needs of volunteers.
- **Communication Skills:** Proven ability to communicate effectively, tactfully, and diplomatically in writing and in person with a diverse community of supporters including volunteers, donors, community-based partners, and Land Trust staff and Board.
- **Organization Skills:** Excellent organizational skills including attention to detail, and ability to create efficiencies and build systems. Ability to set priorities and meet deadlines to complete projects efficiently, effectively while managing multiple priorities.
- **Technology Skills:** Strong computer skills, including proficiency with current office computer applications, Google Suite, and web-based content management systems (Eventbrite, Constant Contact).
- **Outdoor Skills:** Ability and interest in working in an outdoor environment including hiking and trail work in a variety of terrains.

## **Also helpful, but not required:**

- Experience working in natural resources, conservation, or a related field
- Bilingual in English and Spanish

## How to apply

This position will remain open until filled. Applications will be reviewed starting on October 3, 2022. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.
- Resume
- References (We will contact your references only after you have given us permission.)

Please send your application as an attachment to: [info@deschuteslandtrust.org](mailto:info@deschuteslandtrust.org) with the words “Volunteer Program Manager” in the subject line.

Please contact Pat Cohen, at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit [www.deschuteslandtrust.org/careers](http://www.deschuteslandtrust.org/careers). We appreciate your interest in the Deschutes Land Trust!

**Compensation:** \$50,00-\$62,000 depending on experience, plus generous benefits.

### **What's Important to Us:**

**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.

### **What we offer:**

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 10 paid holidays annually. The Land Trust offers a flexible work location where employees may work in the office or remotely depending on the requirements of the position.

*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)