



SOUTH ALABAMA
LAND TRUST

EMPLOYMENT OPPORTUNITY: EXECUTIVE DIRECTOR

ABOUT THE OPPORTUNITY

South Alabama Land Trust (SALT), a nationally accredited land trust, is looking to hire a new Executive Director. This position reports to the President of the Board of Directors and is responsible for overseeing the administration of the SALT and implementing its strategic plan. The Executive Director will serve as the SALT's spokesperson - building, fostering and sustaining relationships with conservation partners, funders, municipalities, elected officials, and the public. The position is located at the SALT's office on Highway 98 in the Weeks Bay area of Baldwin County, Alabama, but SALT's expanding focus area includes Mobile and Baldwin County. Periodic, but not frequent, travel to out-of-town meetings is required.

RESPONSIBILITIES

Strategy & Vision

- Guide and direct SALT's strategic direction.
- Develop an organizational work plan to implement strategies.
- Identify and cultivate SALT friends.
- Effectively communicate vision and strategy to stakeholders.

Staff Management & Board of Directors

- Hire and manage SALT's staff of three full-time employees identifying strengths and weaknesses and conducting regular performance reviews.
- Oversee development of annual staff work plans and success metrics.
- Maintain a work-place climate that attracts and motivates talented staff and volunteers.
- Serve as liaison between staff and the President of the Board.
- Work with staff and Board chair to schedule and prepare materials for board meetings.
- Work with Board committees to achieve organization objectives.

Finance Management & Fundraising

- Monitor and maintain the financial health of SALT by overseeing day-to-day operations.
- Develop and implement an annual budget in partnership with staff and Board.
- Maintain official records and documents ensuring compliance with federal, state and local regulations.
- Track and communicate project and operational cash flow and financial reports.
- Write and submit grant proposals filing interim and final reports.
- Contribute to Fundraising & Finance Committee meetings to set goals, strategies and tactics.
- Cultivate, solicit and steward major individual and corporate donors.
- Grow membership and base of support.
- Develop partnerships with other entities/groups supporting SALT's mission.

Land Acquisition & Stewardship

- Manage all components of real estate transactions, including conservation easements, from property evaluation through closing and final documentation.
- Oversee all stewardship and management projects.
- Develop partnerships with realtors, farmers, and other influencers to identify opportunity parcels.

Starting salary based on experience. Benefits include discretionary annual bonus, company paid health insurance, 401K match and paid time off.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Send resume and cover letter to: SALT@southalabamalandtrust.org