



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. The Executive Director reports to the President of the Board of Directors and is responsible for overseeing the administration of the SALT and implementing its strategic plan. In addition, 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 the SALT's expanding focus area includes coastal Alabama. Periodic (but not frequent) travel to out-of-town meeting is required.

**RESPONSIBILITIES**

**Strategy and Vision**

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

**Staff Management & Board of Directors**

- Hire and manage the SALT's staff (three full-time employees), identify weaknesses, help locate new talent to serve in key positions, and serve as liaison between staff and the President of the Board.
- Oversee development of annual staff work plans and success metrics and conduct annual performance reviews.
- Maintain a work-place climate that attracts and motivates talented staff and volunteers.
- Work with staff and Board chair to set and prepare materials for board meetings.
- Work with Board committees.

**Finance Management and Fundraising**

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

#### Land Acquisition and Stewardship

- Work with Board committee to oversee the real estate transaction process whether an acquisition or conservation easement.
- Manage the Land Coordinator providing goals and activities related to land management and stewardship.
- Develop partnerships with realtors, farmers, and other influencers to identify opportunity parcels.

Salary based on experience.

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: Veronica Herndon, Board President  
[veronica@southalabamalandtrust.org](mailto:veronica@southalabamalandtrust.org)