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Sierra Foothill Conservancy

## Executive Director

California Council of Land Trusts seeks a collaborative, versatile, and strategic Executive Director to advance conservation across California through thought leadership, policy advocacy, funding support, promotion, and education on behalf of the land trust community.



Peninsula Open Space Trust (POST)

## Organization Background

The California Council of Land Trusts (CCLT) is a statewide association of more than 70 land trusts devoted to conserving extraordinary lands and waters throughout California. CCLT empowers its strong network to act with one cohesive voice across urban and rural communities and offers programs that are relevant to the current challenges and opportunities facing its membership.

CCLT uses the following five key strategies to advance its mission:

- **Leadership.** CCLT is a statewide thought leader in land conservation and the voice for California land trusts.
- **Policy.** CCLT advances a proactive public policy agenda to ensure strong laws and policies for conserving land and supporting land trust operations.
- **Funding.** CCLT creates and sustains financial resources to meet the diversity of land conservation needs.
- **Communications.** CCLT ensures communication within the land trust community and increases visibility and support for land trusts and land conservation.

- **Education.** CCLT provides tools and leadership to build highly knowledgeable, effective, and resilient land trusts to conserve and steward California's important land resources.

CCLT is governed by a board of directors comprising land trust leaders and other conservationists across California. Two professional staff currently manage its administration and programmatic work. CCLT also works closely with the Pacific Policy Group on legislative advocacy and employs other consultants to manage special projects and programs.

CCLT's current priorities include:

- Advancing the capacity of conservation organizations to substantially increase the pace and scale of conservation.
- Accelerating nature-based solutions by supporting the State's Natural and Working Lands Climate Smart Strategy and working toward its 30x30 goals.
- Developing and deepening relationships with tribes.
- Prioritizing equity in access to the benefits of conservation for all Californians



## Position Overview

This role is an exceptional opportunity for a strategic leader to continue advancing CCLT on its path of success and growth, making a lasting impact on treasured landscapes across California. The Executive Director (ED) will work collaboratively with the Board of Directors to support a compelling and achievable strategic direction for CCLT and continue the organization's success and growth. The ED will be responsible for CCLT's daily operational oversight, directing its staff, programs, and finances. They will be the primary spokesperson and champion for CCLT. They will cultivate meaningful relationships with conservation partners, elected and agency officials, and funders while representing the interests of its network of land trusts.

# Responsibilities



Credit: Kathryn Hall  
Tri-Valley Conservancy



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## Strategic Leadership

- ☑ Monitor and evaluate the needs of the California land trust community so that CCLT can effectively serve its members and accomplish its mission while balancing differing priorities and perspectives across geographies and issues.
- ☑ Collaborate with the Board of Directors to develop, execute, and achieve a strategic plan to further CCLT's purpose.
- ☑ Position CCLT to adapt and respond to changes in the funding and policy environments.
- ☑ Prioritize equity and access through CCLT's programs by reflecting the interests of traditionally underserved populations.
- ☑ Ensure CCLT's annual goals align with its purpose, vision, and strategic plan.

## Board Relations

- ☑ Work effectively with the board to achieve CCLT's long-term strategic and financial goals.
- ☑ Maintain effective relationships between the staff and board.
- ☑ Attend and support board and committee meetings and prepare materials as required for meetings.
- ☑ Assist in planning the board's annual retreat.
- ☑ Partner in identifying, recruiting, and developing new board members.
- ☑ Support the implementation of board policies and board handbook updates.
- ☑ Lead the board to identify, define, and implement appropriate engagement opportunities and accomplish special projects collaboratively with organizational staff.
- ☑ Coordinate with the board on major gift fundraising and new donor cultivation.
- ☑ Align with the board on legislative strategies and support key relationships at state agencies.



## Operational Management

- ✔ Lead the day-to-day operations of CCLT, including oversight of staff, programs, and finances.
- ✔ Manage, lead, and support a small, fully remote team, maintaining clear, open communication and facilitating regular staff meetings.
- ✔ Attract, hire, and retain high-caliber staff to support the organization's work.
- ✔ Identify and leverage professional development and performance improvement opportunities.
- ✔ Steward a multi-million dollar annual budget and manage annual budgeting, reporting, and audit processes.
- ✔ Ensure systems are in place to meet financial management standards and accountability for multiple income streams.
- ✔ Balance the operational and financial restrictions across the 501(c)3 charitable entity and 501(c)4 political advocacy activities.
- ✔ Oversee grant management and reporting obligations.
- ✔ Coordinate CCLT's annual statewide conference and its virtual Conservation Forum two to three times a year.



## External Affairs

- ✔ Develop a compelling case for support by creating effective messaging, clear talking points, and engaging materials.
- ✔ Develop and maintain relationships with CCLT's network of members, increase its membership, and cultivate a community with common ground and shared interests.
- ✔ Strengthen relationships and align collaborative efforts with other national, state, and local conservation organizations.
- ✔ Maintain strong relationships with state and local legislative officials and agency representatives to advance CCLT's purpose mission, scope of work, and funding support.
- ✔ Guide CCLT through policy decisions and oversee the organization's political consultants.
- ✔ Advocate for policy, ballot, and funding initiatives on behalf of the strategic interests of CCLT's network.



## Desired Experience and Competencies

CCLT seeks a collaborative and adaptable Executive Director. The ideal candidate will be a skilled executive with the ability to lead and support a small, dedicated team. They will have experience building coalitions, advocating for shared policy agendas, and championing conservation for all to enjoy.

## Executive Leadership

- ☑ Passionate about land trusts, land and water conservation, and CCLT's purpose, vision, and strategic direction
- ☑ Demonstrated success in nonprofit leadership and management experience in governance, finance, project oversight, human resources, fundraising, and public speaking
- ☑ Skilled at supporting and collaborating with a highly effective Board of Directors
- ☑ Experienced at working with culturally diverse communities and dedicated to promoting equity and inclusion

## External Affairs

- ☑ A poised and polished public speaker with clear and compelling communication skills
- ☑ Collaborative and people-oriented with strong empathy and listening skills
- ☑ A diplomatic consensus builder across differing priorities with the ability to form strong relationships with diverse constituents and energize a statewide coalition toward shared goals
- ☑ Knowledgeable and experienced in state policy advocacy and the legislative process, with a general understanding of California's laws, regulations, and political landscape



## Operational Management

- ☑ Flexible, adaptable, and willing to assist with all day-to-day operations
- ☑ Highly self-motivated and able to manage multiple priorities and achieve results
- ☑ Excellent project management, planning, and analytical skills
- ☑ Thrives in a virtual team environment with well-developed interpersonal skills that foster cooperation
- ☑ An effective and inspiring manager of staff
- ☑ Experienced in program development and administration
- ☑ Experienced with financial management and budget oversight
- ☑ Familiar with the operational and financial restrictions of 501(c)3 and 501(c)4 entities



## Compensation

This is a full-time, exempt, benefit-eligible position. The Executive Director's anticipated annual salary range is \$140,000–\$180,000, commensurate with knowledge, abilities, and experience. Relocation support is available. A mandatory 6-month introductory period will begin on the start date.

CCLT's benefits package includes:

- Vacation, sick days, and paid holidays
- Fully covered employee medical, dental, and vision coverage
- Voluntary guardian life and disability insurance, and other voluntary insurance coverages
- 401k retirement with company matching

## Location and Requirements

This is a fully remote position. However, frequent travel to Sacramento and occasional travel to meetings and conferences in other parts of California are required.

## To Apply

Visit [potrerogroup.com/cclt](https://potrerogroup.com/cclt) and select "Apply Here." Please include a resume and a cover letter describing your qualifications that match the position criteria and what you will bring to the role.

Interested candidates should apply by **September 1** for priority consideration.

## Start Date

Late 2024 / Early 2025





## Additional Information

More information about the California Council of Land Trusts can be found at [calandtrusts.org](https://calandtrusts.org).

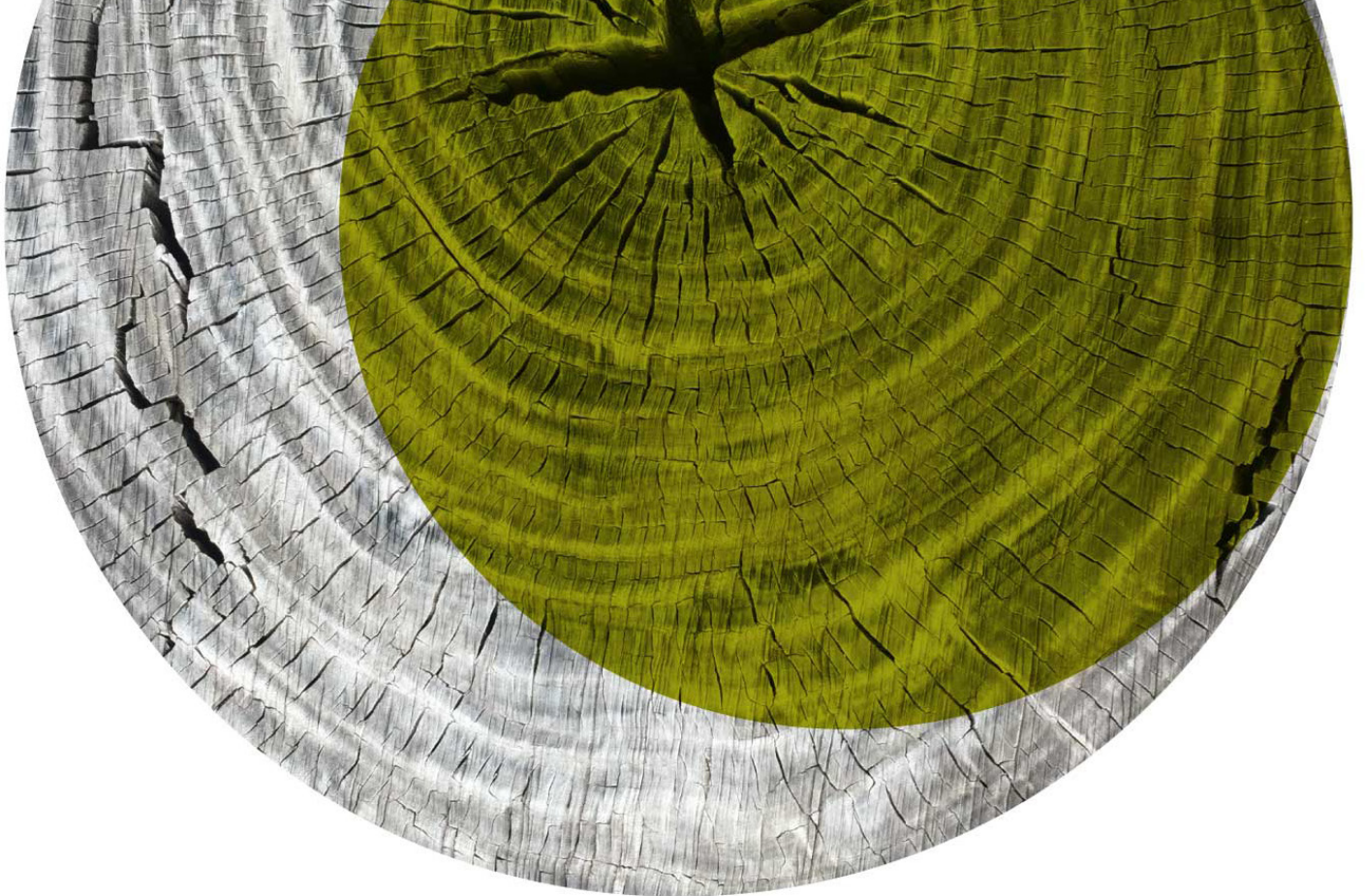
For additional information regarding this opportunity, please contact:

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### California Council of Land Trusts is an Equal Opportunity Employer

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Potrero Group is honored to coordinate this search on behalf of the California Council of Land Trusts. We support innovative leaders and organizations making a difference in the world by providing rigorous strategy and business planning, organizational effectiveness, and nuanced search services to mission-driven organizations. We are committed to equitable and inclusive practices in all of our work.

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