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## **JOB DESCRIPTION**

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### **Executive Director of the Guadalupe-Blanco River Trust**

**FLSA STATUS:** Exempt

**REPORTS TO:** Guadalupe-Blanco River Trust Board

**OFFICE LOCATION:** Seguin, Texas

**EFFECTIVE DATE:** 06/2019

#### **SUMMARY**

This position is responsible for the fundraising, management, and operation of Guadalupe-Blanco River Trust (GBRT). GBRT, a 501(c)(3) nonprofit land trust organization, was founded in 2001 to develop and conserve land in the Guadalupe River Watershed for its natural, recreational, scenic, historic and productive value. Over the past 18 years, GBRT has preserved and annually inspects over 18,000 acres under easement. As GBRT's portfolio grows, as does the needs of the organization's administration and resources. GBRT is transitioning to achieve fiscal and administrative autonomy through the development and diversification of additional sustainable revenue sources and accreditation in order to continue to grow the organization.

This Executive Director conducts meetings of the Trust Board and may conduct executive sessions of the Trust Board as needed. This position is responsible for implementing and managing a multi-faceted development program of land and water conservation projects under the organization's mission and its conservation goals. This position will perform the following duties or have direct oversight including, but not limited to finances, fundraising, administration, marketing, conservation project development, implementation and monitoring, conservation easements, establishing contacts with landowners, developing project partners, education and outreach, and board development.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the identification, development, and implementation of strategies to ensure sufficient, and diverse financial resources are available to support the operational and stewardship obligations of the organization.
- Responsible for assuring Trust activities are consistent with applicable water, natural resource and environmental policies.
- Responsible for the development of appropriate policies for the Trust under direction of the Trust Board.
- Oversees various contractors employed to assist the Trust in furtherance of its goals and objectives.

- Assists with the implementation of the strategic plan.
- Responsible for creating and managing land and water conservation initiatives consistent with the goals and objectives of the Trust.
- Coordinates initiatives among multiple agencies and organizations in furtherance of the Trust's goals and objectives.
- Conducts and oversees land acquisition, including risk/reward analysis of potential projects, establishing negotiation strategies and ensuring coordination among partners, staff, legal and financial advisors.
- Develops strategies, evaluates resources and implements programs.
- Evaluates potential land and water conservation projects.
- Designs, implements and directs complex and diverse land and water conservation projects, encompassing multiple programs and coordinating the work of other professionals inside and outside the organization.
- Incorporates cross-disciplinary knowledge to support program objectives.
- Negotiates complex and high profile, or sensitive agreements. Resolves complex issues that involve multiple program areas.
- Recruits, prepares and implements conservation easement agreements with landowners.
- Responds to public inquiries on land issues. Assists in the preparation of public relations material.
- Develops and implements long term goals for the watershed, including future programs and signature project areas, areas to be targeted for expanding project work and possibilities for public finance initiatives.
- Develops and implements strategies for expanding the Trust's market position in the watershed such as web, e-newsletter, social media, and press releases.
- Acts as the representative of the Trust by engaging in activities that enhance the Trust's reputation as a leader in the nonprofit land conservation sector.
- Develops annual budget with input of the Trust Board and staff.
- Participates in public presentations and landowner workshops on land conservation and stewardship topics.
- Continually and regularly communicates new opportunities and activities to the Trust Board.
- Negotiates with private landowners, public agencies, and other organizations concerning land and conservation easement purchases, sales, gifts, and other conveyances.
- Provides technical assistance to landowners and conservation partners regarding conservation options and techniques.
- Promotes the financial and legal advantages of land conservation with donors and sellers.
- Develops and implements fundraising strategies aimed at increasing the Trust's corporate, foundation and individual donor base within the watershed.
- Performs other duties as assigned by the President and Trust Board.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Stays informed on general land trust activities and operations.
- Assures compliance with all activities required for ongoing accreditation from the Land Trust Accreditation Commission.
- Research and identify grant opportunities to support the Trust's programs and projects.

- Catalog, track and maintain orderly documentation of any and all submitted and/or funded grants.
- Ensures accountability and legal compliance.
- Prepare written reports, proposals and plans, as required.
- Manages land protection projects through completion, including the preparation of administrative, financial, and legal documents.
- Drafts documents, including conservation easements, purchase and sale agreements, etc.
- Assists in the preparation and implementation of project budgets for land protection.
- Identifies the Trust's market areas, areas of focus within each county and signature project/program areas.
- Fosters high-level relationships with state agencies, land trusts, community organizations, public officials and private landowners.
- Prepares grant proposals and cultivates and solicits major donor and corporate support.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel)
- Effectively communicate with individuals using oral, visual and written means.
- Make oral presentations to groups.
- Read, write and accurately interpret complex technical material including material in small print.
- Perform related duties as assigned.

## **EDUCATION/CERTIFICATIONS**

Education: Bachelor's degree in related field; advanced degree desired.

Current valid driver license and ability to remain insurable under GBRA's vehicle liability policy.

## **EXPERIENCE**

At least three years of experience in sustainable fundraising for organization operations. Land trust leadership experience desired. Experience with a land trust is preferred. Natural resource management experience and proven success in initiating and completing projects; experienced grant writer.

Independent working style with ability to prioritize. Understand public policy issues and maintains situational awareness of stakeholder issues; familiarity with and interest in land and water conservation issues in South Central Texas. Excellent verbal and written communication skills. Effective problem solver and decision maker who is not intimidated by challenge. Must project a professional attitude and professional appearance at all times.

## **MANAGERIAL RESPONSIBILITIES**

Yes

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift twenty five pound box to waist, store and retrieve files from five feet from floor and walk up to two miles across rough terrain.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual spends the majority of each workday in the office but will be required to travel within the Guadalupe River watershed as well as some travel within the state to represent and attend meetings and evaluate prospective land donations and conservation easements.

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**ACKNOWLEDGEMENTS**

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.