



## JOB ANNOUNCEMENT

\*\*Please note, due to the extreme disruption caused by COVID-19, the hiring committee has decided to extend this job announcement until June 12th. This is a challenging time to be hiring new staff, and especially hiring an Executive Director. Our goal in extending the deadline is to ensure we are able to conduct a thorough and complete search for qualified candidates.\*\*

### **ABOUT THE SOUTHEAST ALASKA LAND TRUST**

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The Southeast Alaska Land Trust (SEALT) is a private, non-profit organization dedicated to conserving the natural heritage of Southeast Alaska. Since 1995, the SEALT Board of Directors and staff have collaborated with communities, individuals, and organizations to help ensure that highly valued habitat, recreation, open space, and cultural and historic areas continue to thrive for the well-being of each generation. Today, SEALT protects and stewards 38 conservation properties totaling over 3,500 acres throughout Southeast Alaska.

The Southeast Alaska region spans over 35,000 square miles, and includes a series of islands that make up the Alexander Archipelago. While Juneau is the largest community within the region in terms of population size, SEALT strives to serve the land conservation needs of all of Southeast Alaska.

Since 2014, SEALT has been recognized as a nationally accredited land trust by the Land Trust Accreditation Commission, an independent program of the Land Trust Alliance. Accreditation recognizes land conservation organizations that meet national standards for excellence, uphold the public trust, and ensure that conservation efforts are permanent.

### **GENERAL POSITION SUMMARY: EXECUTIVE DIRECTOR**

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The Executive Director is responsible for: building and managing an annual budget; supervising staff; building and implementing SEALT's annual Development Plan; and, overseeing SEALT's Land Conservation Program, In-Lieu Fee Mitigation Program, Stewardship Program, and Community Outreach and Engagement Program, as further described below.

This full-time, permanent (exempt) position is located in Juneau, Alaska, but requires work and travel throughout Southeast Alaska.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

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The Executive Director reports to and is reviewed by the SEALT Board of Directors, and must be able to work independently, as well as part of a small, enthusiastic team.

### ***General***

- Build and manage an annual budget;
- Oversee all financial transactions;
- Hire, manage, and supervise staff and contractors;
- Review annual operating plan with staff every six months to reassess organizational goals and objectives and prioritize programs and projects;
- Ensure all organization and financial records are kept in accordance with SEALT's Records Policy;
- Implement SEALT's Policies and Procedures and the Land Trust Alliance's Standards and Practices;
- Promote and enhance the organization's standing in the community through earned media and outreach to organizations and the public throughout Southeast Alaska; and
- Build partnerships with other like-minded organizations and agencies.

### ***Board of Directors***

- Ensure that the Board of Directors is fully informed of SEALT's activities;
- Carry out the policy and strategic directives of the Board of Directors;
- Participate in meetings of the Board of Directors and its committees; and
- Prepare annual budget and strategic plan with the Board of Directors.

### ***Fundraising***

- Build and implement SEALT's annual Development Plan, with assistance from the Communications & Development Coordinator and input from the Board of Directors;
- Prepare funding proposals and grant applications;
- Oversee preparation of newsletters, membership drives, and direct mail appeals;
- Oversee the donor database;
- Collaborate with the Board of Directors to solicit and work with major donors; and
- Collaborate with staff and Board of Directors to organize special events.

### ***Land Conservation Program***

Supervision of the Conservation Specialist, who is responsible for:

- Responding to landowner inquiries and initiating contact to discuss conservation options for lands within Southeast Alaska, including fee simple acquisition and conservation easements;

- Prioritizing land acquisition activities through initial screenings of potential conservation projects, site visits, and resource assessments;
- Developing project budgets;
- Conducting landowner negotiations, coordination of due diligence, conservation easement drafting/review, and drafting/review of other legal agreements;
- Cultivating positive working relationships with landowners and conservation partners throughout project stages;
- Coordinating ongoing effort to update the In-Lieu Fee (ILF) Program Instrument with the U.S. Army Corps of Engineers (Corps);
- Responding to inquiries and prepare ILF cost estimates for wetland permit applicants;
- Tracking and reporting on ILF wetland debits, credits, and expenditures; and
- Working with the Corps and Interagency Review Team during all phases of wetland protection projects.

### ***Stewardship Program***

Supervision of the Stewardship Coordinator, who is responsible for:

- Coordination of annual field monitoring and documentation of SEALT's 3,500+ acres of conservation easements and fee-owned conservation properties;
- Working to address property violations or management issues;
- Working to maintain relationships with landowners/neighbors and address landowner questions; and
- Coordinating property management tasks, such as trail maintenance, trash removal, brush clearing, sign installation, etc.

### ***Community Outreach and Engagement Program***

Supervision of the Communications & Development Coordinator who is responsible for:

- Helping to develop and implement the annual Development Plan;
- Coordinating informative and fun programs and presentations that connect people to the natural environment and land conservation;
- Developing website information, posts to social media, and the creation of community education and outreach materials (newsletters, brochures, etc.); and
- Maintaining the donor database.

## **QUALIFICATIONS**

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- A minimum requirement of a bachelor's degree in land conservation, environmental studies, natural resource management, urban or regional planning, public administration, or a closely related field;
- At least two years of experience with land conservation or non-profit management, or an advanced degree;

- Experience with direct staff supervision;
- Strong written and verbal communication skills, with the ability to communicate effectively with a diverse audience;
- Ability to work efficiently in the field and office both independently and as part of a team;
- Knowledge of conservation easements and deed restrictions;
- Ability to manage multiple projects in a fast-paced, nonprofit environment;
- Strong coordination, time management, and organizational skills;
- Proficiency with computer software including Microsoft Office, QuickBooks, and ArcGIS;
- Ability to work outdoors for extended periods in all weather, hike several miles over rough terrain, be comfortable in boats and small planes, and lift and carry up to 30 pounds;
- Ability to use handheld GPS equipment and compass, as well as read maps, interpret aerial photos, and navigate in the field;
- Have a positive attitude, sense of humor, and be energetic, creative, and focused;
- Willing to work occasional evenings or weekends, as needed; and
- Have a valid driver's license and a reliable personal vehicle available for work use (work mileage is reimbursed).

## COMPENSATION

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Salary range is \$62,000 – \$67,000, depending on education and experience.

Benefits include: 10 paid holidays per year, 12 vacation days for the first year of employment (increases over time), 10 sick days per year, a retirement matching plan (3% match), and contributions to a Health Savings Account (or salary increase in lieu of Health Savings Account).

## START DATE

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Summer 2020

## TO APPLY

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Please send cover letter, resume, and three references by **June 12, 2020** to:

Jay Nelson, Board of Directors President  
Southeast Alaska Land Trust  
119 Seward Street, Suite 2  
Juneau, AK 99801  
[info@sealt.org](mailto:info@sealt.org)