

JACK GROBAN & ASSOCIATES

Executive Search Consultants

POSITION SPECIFICATIONS

SAN JUAN PRESERVATION TRUST

Senior Director, Operations **(with opportunity for advancement to Executive Director)**

The San Juan Preservation Trust

The Trust, founded in 1979, is a private, nonprofit, membership-based land trust dedicated to helping people and communities conserve land in the San Juan Islands of Washington State. It was awarded national accredited status by the Land Trust Accreditation Commission in 2012, joining a prestigious group of only 157 other land trusts (out of 1700 nationally) to achieve this distinction since the accreditation program was launched in 2008.

Since its founding, the Trust has permanently protected more than 300 properties, 47 miles of shoreline and 17,600 acres on 20 islands including land now managed as public parks, nature preserves, wildlife habitats and working farms and forests.

The Trust is governed by a volunteer Board of Trustees and a staff of nine, and is headquartered on San Juan Island and served by the Washington State Ferry System. Financial support comes from voluntary contributions from some 2,000 private individuals, families and foundations. The SJPT is not affiliated with any government agency and does not receive tax revenue.

Key programs of the San Juan Preservation Trust include:

CONSERVATION of wildlife habitat, scenic landscapes and other important natural values in the San Juan Islands. This is achieved through donation or purchase of land and conservation easements.

STEWARDSHIP of conservation interests, including restoration of damaged or neglected land.

EDUCATION, including habitat assessments for landowners, community outreach, field trips, interpretive programs, publications, and membership events.

FUNDRAISING to support Preservation Trust activities, including land acquisition, stewardship, special projects, and annual operating expenses. Contributions are tax deductible (EIN 91-1078355).

Purpose of the Search

Tim Seifert has served ably as Executive Director for some 15 years, during which time SJPT has grown substantially with concomitant administrative and managerial demands. This has led to the establishment of this new position responsible for providing strategic and managerial leadership of the Conservation, Stewardship and Finance functions.

Concurrently, Mr. Seifert has informed the Board of his desire to gradually transition out of day-to-day management within a 12- to 36-month timeframe.

The Trust is seeking someone fully qualified as Senior Director, Operations who will be capable of succeeding the Executive Director in whatever timeframe their demonstrated capabilities allow.

Organizational Relationships

The Senior Director will report to Mr. Seifert, Executive Director, and will directly supervise the Directors of Conservation, Budget & Finance, and Stewardship under whom are 3 Managers.

The position will be a peer of the Senior Director, Philanthropy, and will receive support from the Manager, Administration.

All positions are currently filled.

Position Responsibilities

This newly established position will manage the San Juan Preservation Trust's internal operations, including the Conservation, Stewardship and Budget & Finance programs and staff. Specific responsibilities will include the following:

- Leadership and responsibility for the Budget & Finance, Conservation and Stewardship programs, including ensuring these programs are compliant with the Land Trust Alliance's Standards & Practices.
- Serve as staff liaison for the standing Acquisition and Stewardship board committees.
- Update, implement and manage the Conservation Plan. Triage, prioritize and manage conservation opportunities, and provide project leadership (including negotiations and transactional work).
- Create, implement and manage a new Stewardship Plan. Seek strategies and policies that address long-term stewardship commitments and challenges. Support conservation defense efforts as needed.
- Work closely with the Senior Director, Philanthropy on capital campaigns and other fundraising as needed.
- Manage SJPT's re-accreditation process (every 5 years).

Required Qualifications

Candidates must be degreed (Master's and/or JD preferred) with at least 10 years' work experience encompassing land use/real estate law and/or real estate negotiation and transactions, preferably in the non-profit sector. Experience supervising professional staff is required.

Personal qualities and capabilities must include the following:

- Excellent organizational and quantitative skills with proficiency in managerial and financial accounting; detail-oriented.
- Strong and instinctive leadership traits, with the ability to inspire trust and confidence among staff, trustees, donors and volunteers.
- Desire and ability to develop staff so that they can grow into environmental leadership roles and provide leadership continuity.
- Excellent written and verbal communication skills, including public speaking; must be articulate and comfortable making presentations to a variety of internal and external audiences including Board of Trustees and donors.
- Demonstrated experience at coordinating and motivating individuals and groups at all levels within an organization.
- Self-starter and pro-active personality with strong multi-tasking capabilities and dedication to driving projects to completion.
- Ability to maintain confidentiality and to work independently with confidential information.
- Ability to work collaboratively and effectively with a range of individuals reflecting a spectrum of political perspectives.
- Ability to adapt to, and identify with, the people, communities and culture of the San Juan Islands.
- Ability to work irregular hours, including some weekends.

This Senior Director must be able to thrive within a small non-profit office environment, manage and motivate geographically-dispersed staff and volunteers, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

Location and Travel

The Senior Director must be able to reside on one of the four islands served by the Washington State Ferry system (San Juan, Orcas, Lopez or Shaw). Frequent travel between the islands will be required, along with infrequent travel to the mainland.

Compensation

Compensation includes a competitive five-figure base salary. Health insurance premiums are 100% paid for the employee, and SJPT provides up to a 3% match for IRA contributions. Relocation assistance will be provided as required.

Jack Groban & Associates has been retained by the client to conduct this search. All discussions and correspondence will remain confidential. We affirm the principals of equal opportunity in employment and will not discriminate against qualified candidates for any unlawful reason including race, religion, gender, sexual orientation, national origin, age, disability or other unlawful factors.

For further information or confidential discussion, please contact:

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