



25^{Years} 1990-2015



Protecting Cacapon River Valley
Land and Rural Heritage

Portions of Hardy, Hampshire, and Morgan Counties
Eastern Panhandle West Virginia

Announcement of Opening for Executive Director



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The Cacapon and Lost Rivers Land Trust

Portions of Hardy, Hampshire, and Morgan Counties in the Eastern Panhandle West Virginia



The Cacapon and Lost Rivers Land Trust (CLRLT or the Trust) is a non-profit, non-governmental organization fully accredited by the national Land Trust Alliance. Since 1990, the Trust has been exclusively dedicated to permanently protecting and preserving land in West Virginia's ecologically rich Cacapon and Lost River watershed, working in partnership with our valley's landowners to protect and preserve our natural resources, beauty and uniqueness. Our work focuses on protecting the richest ecological and economically beneficial areas in order to create a network of natural land hubs and corridors. Today, 51 conservation easement agreements permanently protect the conservation values of nearly 14,000 acres in our watershed.

As we look to the future, we aspire to expand our ability to implement our land protection mission and further secure our ability to steward our existing and future easement holdings in perpetuity. To this end, we put a very high value on establishing new and maintaining our existing relationships with our easement holders, partners, funders, donors, and state, local and federal government organizations. Maintaining and enhancing our reputation for honesty, integrity, listening and creativity is key to our longevity and future successes.

In addition to implementing our existing easements, we have had other notable successes including:

- Healing Waters Retreat brought together stakeholders to produce a rapid green infrastructure assessment to prioritize lands for protection
- Outdoor Space Institute (OSI) Resilience Analysis
- Implement several additional river access points along the Cacapon River
- Lease with DNR to expand Short Mountain Wildlife Management Area
- Successful partner events with other local nonprofits, such as Wardensville Garden Market and The River House through a WV Stream Partners grant, to raise awareness and build community around conservation objectives

Work for this position is performed from the Trust office, currently located in Wardensville, WV, as well as in the field. Periodic teleworking from the Executive Director's home is also possible, if desired. Work on evenings and weekends is sometimes necessary. Travel is required to perform land protection duties, and attend meetings, speaking engagements, workshops, professional associations, and other events requiring Trust representation.

Role of the Executive Director

The CLRLT Executive Director (ED) reports to the Board of Directors, through the Board President, and is responsible for ensuring that all operations and initiatives are successfully carried out. As the only full-time staff person for the Trust, the ED must be a creative, self-starting "people person" who understands and cares deeply about our mission and about our watershed. In addition, the ED will excel at establishing and growing effective working relationships with our Board and all manner of people and organizations.

Working with our all-volunteer, congenial and involved Board, the ED will lead the growth of our Land Trust's capabilities and spearhead compliance with the standards and practices of the Land Trust Alliance (LTA). The ED's responsibilities include the administration and coordination of all programs and activities of our organization including land protection, membership development, fundraising, community relations and financial management.

The Board aspires to build capacity to enable two full-time people. The new ED will work with the Board to achieve this goal and ultimately oversee that second person.

Primary Duties

- **Land Conservation and Stewardship** — Lead the CLRLT's program of easement acquisition and stewardship of conserved lands. Lead landowner education and relations. Create and establish contacts with new potential easement donors and negotiate conservation easement documents and other real estate transactions. The ED will oversee a part-time person that assists in easement monitoring.
- **Fundraising and Development** — Develop and lead the CLRLT's efforts to expand and diversify its member, partner and funding base, in addition to helping expand our annual revenues for operations and programs. The ED should have demonstrated ability in writing grant proposals as well as skill at maintaining existing donor relationships and discovering new funding partners and sources. The ED will also spearhead the arrangements for the annual fall fundraiser and coordinate all direct mail, proposals, and appeals.
- **Outreach** — Act as the primary spokesperson for the Trust. Promote and educate the public about the Trust's mission and ongoing land conservation efforts. Work effectively and build collaborative relationships with local, regional, and state conservation agencies and other organizations in achieving Trust objectives. Develop and implement a marketing strategy and an effective program of awareness and support for the Trust's mission. Create at least one annual newsletter to our membership.
- **Administration** — Administer and direct organizational management functions including financial, record keeping, legal, accreditation, board engagement, review and modification of policies and planning. Effectively manage volunteers, part time staff, and contractors.

Required skills and competencies:

- A four-year degree, preferably in related field such as natural resources management, non-profit administration, law, or real estate, plus at least three to five years of experience as a proven leader in land trust work or closely related conservation activity (preferred), real estate, or non-profit experience.
- Proven track record in leading people and teamwork for the achievement of common goals
- Proven track record in fundraising and non-profit management
- Demonstrated success in negotiating land protection transactions
- Strong public speaking skills and ability to effectively articulate the CLRLT's mission to a wide range of audiences
- Effective writing skills, including the ability to write grant applications
- Proficiency with computer applications and office systems

Procedure for Candidacy

Applications must be submitted via email to board@cacapon.org no later than October 31, 2018. Qualified applications will consist of a cover letter, a resume, and a list of three references with email and phone contact information. All material will be confidential. Consideration will be on a rolling basis until position is filled, so we encourage you to get your application in as soon as possible.

