



Associate Director Job Description

About the Gallatin Valley Land Trust. Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Montana headwaters of the Missouri and Upper Yellowstone Rivers. Since our founding in 1990, the Gallatin Valley Land Trust has partnered with 100 families to conserve over 45,000 acres and has helped create over 80 miles of trails in the *Main Street to the Mountains* trail system. We are an accredited land trust and have approximately 2,000 members. For more information about GVL and its programs, visit www.gvl.org.

Essential Functions. The Associate Director will be responsible for ensuring organizational effectiveness and productivity by providing leadership and support for GVL's grant writing, major donor development, Board facilitation, human resources, and office management. The Associate Director will report to the Executive Director.

Specific Duties:

Development (50%)

- Work with the Executive Director to prepare grant proposals and applications for unrestricted grant funding.
- Research and identify new grant opportunities.
- Maintain grant files and complete all foundation correspondence including acknowledgments and reports.
- Work with the Executive Director on major donor fundraising and Planned Giving.

Board Facilitation (30%)

- Ensure Board and staff are in compliance with all internal policies and procedures, legal requirements, and financial standards.
- Assist the Executive Director with Board and Committee responsibilities, including, assembling, overseeing and sending monthly Board, Executive Committee and Governance Committee meeting packets, taking minutes at Board, Executive Committee and Governance Committee meetings, maintaining the Board Manual, and coordinating Board orientation and training.

Human Resources, Office Management and IT (20%)

- Work with the Executive Director and Finance Director to help develop and monitor an annual budget.
- Work with the Executive Director, Program Director and Stewardship Director, to help prepare strategic plans and annual operating plans and ensure their implementation.
- Oversee, and be primary contact for, health, general liability, worker's compensation, automobile, and unemployment insurance policies (i.e. policy changes, claims, requests for insurance certificates, etc.).
- Manage and maintain shared electronic and paper filing systems in accordance with the Recordkeeping Policy.
- Perform regular server backups and keep in secure, offsite storage.
- Manage IT maintenance and repair of computers, printer, copier, fax, phones, etc.
- Manage inventory of shared office equipment and supplies.
- Coordinate general office and vehicle maintenance.

Other:

- Represent GVLТ in an enthusiastic and professional manner in the community.
- Participate in bi-weekly staff meetings.
- Assist with administrative and office responsibilities as needed.
- Perform other miscellaneous tasks as needed under the direction of the Executive Director.

Qualifications:

Bachelor's degree, three to five years of nonprofit fundraising experience (grant writing, donor cultivation, planned giving), five years of personnel/office management, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- A clear conservation ethic with an appreciation for the Gallatin Valley's natural and cultural characteristics.
- Outgoing and diplomatic personality.
- Strong relationship building skills.
- Excellent written and verbal communication skills.
- Professional and personable demeanor.
- Strong organizational skills and orientation to detail.
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member.
- High levels of discretion, sensitivity, and good judgment.
- Able to attend occasional morning, evening, and weekend events and/or meetings.
- Computer proficiency with experience in Microsoft Office, Word, and Excel. Experience with Raiser's Edge and Financial Edge preferred.

Compensation

Salary range \$60,000 - \$65,000, or negotiable DOE. GVLТ provides competitive health benefits, retirement match, and vacation leave. This position is full-time exempt.

To Apply

Email a letter of interest, resume and contact information for three references to penelope@gvlt.org with "Associate Director" in the subject line. Application review begins November 1, 2016. No calls please.