



## Position Description for Idaho Coalition of Land Trusts Coordinator

### Strategic Direction – 2018 -2020

The Idaho Coalition of Land Trusts (ICOLT) is a non-profit organization with a mission to support and advance professional excellence in voluntary land conservation for people and nature. Currently, the Coalition is focused on building a network of private landowners, elected officials, public agencies, and land trust board and staff members.

### Summary of Position

The ICOLT Coordinator, a part-time position (approximately 20 hours per week), will work with ICOLT member organizations to coordinate the statewide outreach efforts, keep member organizations abreast of state and national policy issues, and coordinate ICOLT committee meetings. The focus of this position is to support ICOLT members in strengthening public awareness of and support for voluntary private land conservation throughout the state by working closely with ICOLT members land trusts, local officials, legislators, agencies, media, ICOLT's lobbyist, and others.

### Duties

#### Public Policy and Grassroots Network Coordination (80%)

- Work with member land trusts to build network of strategic relationships with local, state and federal leaders that can mobilize as needed to support land conservation.
- Support member land trusts in their work to improve policy makers' knowledge and understanding of private land conservation, Idaho land trusts, and their role.
- Work with Land Trust Alliance policy staff on initiatives relating to federal legislation
- Work with lobbyist to stay attuned with legislative sessions.
- Represent ICOLT statewide to build support for ICOLT and the member organizations through speaking engagements and media publicity.
- Establish and maintain internal networks for communication and information sharing amongst ICOLT members.

#### Annual Meeting and Committee Coordination (10%)

- Work with in ICOLT membership and Committee meetings and assist by preparing agendas, minutes, appropriate reports, and conducting research and providing requested information.
- Provide logistical support to the Executive and Policy Committee by scheduling meetings and maintaining minutes.
- Provide general support to the Fundraising Committee to implement ICOLT's annual fundraising plan by assisting with grants, membership dues, and donor relationships.

#### Financial Management and Administration (10%)

- Work with the Treasurer to develop and manage the ICOLT budget.

- Work with Treasurer to provide financial reports to Executive Committee as requested.
- Coordinate the preparation of the tax filing with the Treasurer.
- Ensure functional and up to date website.

### **Required Qualifications**

- Broad experience and knowledge of Idaho legislative matters, processes and public policy issues affecting private land conservation. Established relationships with elected officials and public agency staff is a plus.
- Superb networking skills; ability to collaborate and engage people of many different backgrounds. Sensitivity to the variety of people and values in Idaho.
- Strong written and verbal communication; a persuasive and passionate communicator with excellent interpersonal skills.
- Proven ability to communicate with executive committee, staff, government officials, private sector, the public and media, including print/television/radio.

### **Preferred Qualifications**

- Self-directed and motivated.
- Working knowledge of the state of Idaho and its landowner and agricultural communities.
- Organizational skills highlighting both materials and creative outreach to build interest, attendance and financial support for events.
- Driven to plan, budget, organize and carry out programs, projects and procedures to meet organizational goals on time.
- Bachelor's degree in communications, science, public policy, or a related field.
- Experience with social media tools and ability to post updates/stories regularly on website and other media.
- Ability to serve in an outward-facing/public persona role, as you will be representing ICOLT and its members before groups across the state and the nation.
- Experience working with geographically dispersed coalitions.
- Experience working in a fast-paced environment where you often need to respond to issues not on the work plan.
- Familiarity with land management, land use planning, natural resource, forestry or rangeland resource issues. An essential element of this position is the ability to represent diverse land use and resource issues in an inclusive, non-confrontational manner.

### **Location and Salary**

- This is a part-time, non-exempt position. Salary in the \$25,000 - \$30,000 range, depending on experience.
- Sick leave and vacation provided
- Location is flexible but must be based in Idaho.
- The ICOLT Coordinator reports to the Chair of the Idaho Coalition of Land Trusts.
- Retirement and medical not provided
- Reliable vehicle and valid driver's license required.

### **Additional information**

- See the ICOLT website for background information: [www.idaholandtrusts.org](http://www.idaholandtrusts.org)
- Interested applicants please send resume, letter of interest and three professional references by email only to: [idlandtrusts@gmail.com](mailto:idlandtrusts@gmail.com). If possible, please consolidate all into one single pdf binder. Applications accepted until position filled. Review of applications will begin on October 19<sup>th</sup>.