

**HILL COUNTRY LAND TRUST**  
Job Description - Executive Director

**HILL COUNTRY LAND TRUST MISSION:**

The Hill Country Land Trust (HCLT) is a private, non-profit 501(c)(3) organization incorporated in 1999. HCLT is a volunteer-based organization, committed to conserving and protecting the agricultural lands, wildlife habitat, scenic beauty, and watersheds in a 19-county area of the Texas Hill Country for present and future generations. HCLT is an accredited land trust, committed to compliance and operation according to the Land Trust Alliance Standards and Practices.

**JOB TITLE:** Executive Director.

The Executive Director handles the day-to-day administration of the HCLT and makes many specific decisions governing HCLT's daily operations. The Executive Director serves as the public face of HCLT. He/she ensures that HCLT's legal and ethical obligations as a charitable organization are upheld on an ongoing basis.

**LOCATION:** The HCLT office is in Fredericksburg, Texas.

**SUMMARY OF POSITION:**

The Executive Director is the chief executive officer and works under the guidance of the President and in consultation with the Board of Directors (BOD) and board committees. Primary responsibilities include marketing, fund-raising, educating landowners and the general public, oversight of financial transactions, assisting the Treasurer, staffing, organizing, and reporting.

**DUTIES:**

- Develop and implement marketing and fundraising strategy.
- Direct and conduct fundraising activities, including designing and implementing fundraising solicitations, and seeking financial support, grants, contracts and other assistance from individuals, foundations, corporations, and public agencies.
- Build and maintain personal relationships with easement donors.
- Direct and conduct organizational management functions, including the preparation and management of financial transactions, budgets, reports, policies and plans.
- Perform financial and asset management duties as documented in HCLT policies and guidelines.
- Develop public communications program, in coordination with the appropriate committees, to include publication of newsletters, news releases, web site, and informational materials.
- Supervise, motivate and develop staff (currently one part-time, not necessarily in the office).
- Work effectively with volunteers.
- Provide support to the BOD, its officers and committees. With the President, compose all agendas for BOD and Executive Committee meetings.
- Work with the President and the BOD to ensure implementation and successful Land Trust Alliance accreditation renewal.
- Develop collaborative relationships with local, regional, and state conservation agencies and organizations.
- Oversee program of voluntary conservation easements, stewardship and monitoring.

- Work with the BOD to recruit, train, retain, and fully utilize quality board members, committee members, and volunteers as needed.
- Organize meetings, outreach events, and conferences, and conduct presentations about the HCLT.
- All activities are to be conducted in compliance with HCLT policies and procedures.

#### **QUALIFICATIONS:**

- A 4-year degree, preferably in natural resources management, business administration or a related field and /or experience in resource management, business, non-profit management, fundraising, real estate, marketing or a related field.
- Effective experience with fundraising and management of a non-profit organization.
- Effective writing skills, including grant applications.
- Skill in public speaking, and ability to represent the HCLT in a public forum.
- Ability to interact well with a wide variety of people, including landowners, government officials, the press, scientists, donors, the general public, and a diverse Board of Directors.
- Ability to manage, motivate, and direct staff and volunteers.
- Ability to combine sound business sense and judgment with a strong commitment to the protection of the unique ecological, scenic and diminishing natural resources of the Texas Hill Country.
- Must act in a professional manner.
- Proficiency with computer applications and office systems.

#### **WORKING CONDITIONS:**

Work is performed in an office. Travel will be required to meetings, speaking engagements, workshops, professional associations, and other events requiring HCLT representation. Work is performed in the office Monday-Friday with occasional weekend duties.

**COMPENSATION:** This is a 40 hour work week position with occasional paid overtime. Compensation is commensurate with experience and education. The Executive Director is reimbursed for expenses associated with the carrying out of HCLT duties. No other benefits are provided.

#### **APPLICATION PROCEDURE:**

Send cover letter and resume to Mike Krueger, HCLT President, at 308 Rock Ridge, Kerrville, Texas 78028 or via e-mail at [mike.krueger53@yahoo.com](mailto:mike.krueger53@yahoo.com). **Applications will be accepted through April 15, 2016.**

The Hill Country Land Trust is an equal opportunity employer. Applicants will be considered without regard to their race, color, sex, national origin, religion, disability, age, sexual orientation, or parental status.