



## Position Description: **Assistant Director**

### **Position Overview**

The [Placer Land Trust](#) (PLT) Assistant Director (AD) will work with the Executive Director (ED) to ensure the sustainable success of PLT through efficient and effective management of PLT's existing resources - primarily its staff, programs, funds, and assets.

As the organizations' #2, the AD manages and supervises multiple employees and will assist the ED in planning, implementing, and supervising many of the organization's programs and operations, including but not limited to administration, financial management, and fund development. As interest, ability, and experience allow, the AD will also become more directly involved in the management and supervision of land acquisition and stewardship aspects of the organization.

This is a full-time exempt salaried position. The position will require occasional work during evening and weekends, and occasional travel within or outside of Placer County. Flexible work hours and telecommuting options may be arranged upon approval of supervisor.

### **SPECIFIC DUTIES**

#### Administration and Financial Management (25%)

- Manage and supervise four of PLT's administrative, fundraising, outreach, and recreation staff and its Certified Public Accountant (independent contractor).
- Perform or oversee the following financial duties effectively and efficiently:
  - Supervise the management of PLT's finances and bookkeeping, including daily and weekly accounts payable and accounts receivable; weekly and monthly tracking, allocation and reconciliation of expenses and revenue; and monthly and quarterly financial reporting to the Board.
  - With the ED, lead the process to develop annual plans and budgets that reflect organizational goals and staff/team needs. Assist the ED in long-range budgeting.
  - Manage the organizational and team budgets; review budget-to-actual performance at least quarterly.
  - Ensure staff are managing programs and projects efficiently and within budget and provide any necessary assistance to ensure compliance with all grants, contracts, obligations, and other agreements.
  - Oversee the annual financial audit and the annual tax report.
  - Assist the ED in seeking improvements in PLT's financial management, investment management, fiscal health, and financial accountability.
- Oversee and implement with the help of Office Manager the following administrative duties effectively and efficiently:
  - Management and renewal of essential qualifications and services, such as accreditation, insurance, welfare tax exemptions, office lease, and membership in beneficial professional associations.

- Management and evaluation of essential support service providers (financial service providers including investments and banking, payroll, health insurance, retirement, building maintenance). Secure new providers, as necessary.
- Complete electronic and hardcopy records of all financial transactions and property records, are kept, maintained, and filed accurately.
- Work with the ED and the Board to lead the implementation of the PLT Strategic Plan, including forward planning for sustainable organizational success.
- With the ED, oversee incorporation of IDEAL (Inclusion, Diversity, Equity, and Access to Land) goals in PLT's operations, people, and practices.
- Proactively suggest improvements to PLT operations, programs, and processes. Aggressively seek ways to enhance PLT's immediate and sustainable success.

#### Human Resources (20%)

- Oversee and implement with the help of Office Manager the following duties related to human resource management effectively and efficiently:
  - Assist the ED in keeping up with relevant laws and best practices through research and recommended training.
  - Ensure compliance with PLT's Governance & Personnel Policy. Ensure all employees and volunteers know and adhere to all relevant policies and procedures.
  - Review all PLT policies on an annual basis, and work with ED on updating existing policies or developing new policies as needed, including ensuring compliance with state law and all applicable standards and practices.
  - Work with the ED to evaluate and improve employee performance on an ongoing basis, including but not limited to performing annual performance reviews for the AD's direct reports. Assist the ED in updating and improving PLT's performance review processes.
  - Assist the ED in updating and improving PLT's personnel processes, including but not limited to recruiting and hiring processes, performance reviews, job descriptions, compensation packages and review, and succession planning.
  - Ensure the prudent investment in training and professional development of all staff.
  - Ensure the organization has a safe, healthy, and professional work environment, with adequate technology, supplies and other resources for staff to perform their duties.
- Supervise and provide guidance to staff to expand human resource capacity through volunteer management and partnership development.

#### Fund & Membership Development (35%)

- Oversee and implement with the help of staff as applicable the following duties related to fundraising effectively and efficiently:
  - Lead an active planned giving program to dramatically increase planned giving to PLT over time.
  - Oversee the application and receipt of increased grant funding for PLT, specifically for operations and capacity-building.
  - Provide strategic direction to and assist in annual giving, major donations, events, sponsorships, and other unrestricted and restricted fundraising, notably including cultivation, solicitation, and stewardship of donors.
  - Ensure PLT always exhibits exemplary donor and community relations, including data management and member communications.

- Work with the ED in obtaining, managing, and building long-term funds and endowments.
- Support any PLT capital campaigns.
- Assess the ongoing implementation of fundraising and marketing plans and ensure the successful implementation of these plans.
- Provide guidance to communication strategies and review of communication materials, including print and digital publications, website, social media, marketing collateral, and others.
- Provide leadership, support, and participation at annual fundraising events.
- Provide guidance and oversight to staff and plans to support member recruitment and engagement, including recreational programming and outreach activities.
- Cultivate, develop, steward, and enhance relationships with conservation and community partners (public agencies, NGOs, etc.).

#### Land Acquisition & Stewardship (10%)

- The AD will support and learn from the ED and Stewardship Director regarding the management of land acquisition and stewardship programs, projects and activities, and supervision of involved staff. This is anticipated to be an area of growth for the AD, depending on experience at the time of hire.

#### General Administration/Other Duties (10%)

- Provide support to the Board of Directors:
  - Serve on Budget & Finance Committee.
  - Contribute to Board governance development.
  - Attend monthly Board of Directors meetings at the ED's direction.
- With the ED, plan and lead the annual Staff Retreat.
- Represent PLT in various groups and settings at the ED's discretion.
- Serve as acting ED in their absence.
- Be flexible to changing needs and responsive to other duties as assigned by the ED.
- Perform according to PLT's core values in support of its mission and vision.

#### **Skills & Qualifications:**

- A passion for conserving land and serving our community.
- Five years of personnel management or team leadership experience. Strong people management skills and the ability to organize and motivate others.
- Three years of nonprofit fundraising leadership experience. Experience cultivating and stewarding relationships to support a nonprofit organization.
- Financial management experience, including familiarity with bookkeeping, budgeting, and reporting.
- Project management experience, including overseeing multiple projects through to success, and meeting financial goals and project deadlines.
- Exceptional interpersonal communication skills, including ability to represent PLT well to our partners, members, and the public.
- Strong teambuilding and relationship-building skills, with the ability to interact effectively with diverse personalities. Positive and pleasant demeanor.

- Strong written communication, attention-to-detail, problem-solving, quality control, and time management skills. Ability to work independently and decisively with little supervision.
- Computer proficiency, including ability to trouble-shoot basic computer user problems and learn new computer skills. High proficiency with Microsoft Office, Word, and Excel. Experience with database and project management tools a plus.

The following qualifications are desired, but not required:

- Bachelor's Degree or postgraduate degree in business, nonprofit management, fund development, or related field.
- Successful experience with planned giving, major gift solicitation, or grant writing.

### **Compensation:**

The starting salary for Assistant Director will be between \$76,000 - \$86,000 (1.0 FTE) based on skills and experience. Benefits include health insurance contribution, paid holiday/vacation/sick leave, other leave, contributions to a SIMPLE IRA retirement program, flexible schedule, telecommuting, and professional development.

### **To Apply**

Send [cover letter](#) and [resume](#) to [info@placerlandtrust.org](mailto:info@placerlandtrust.org) with "Assistant Director" in subject line. Applications reviewed on a rolling basis through **September 30, 2022**.

The anticipated **start date is November 2022**; position will remain open until filled.

*Placer Land Trust values and seeks a team with diverse experiences, backgrounds, perspectives, and skills, so that our work remains relevant today and for future generations. Candidates with diverse backgrounds and who promote a culture of inclusion are encouraged to apply.*

*We are committed to equal employment opportunities for all applicants and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

Learn more at [www.placerlandtrust.org](http://www.placerlandtrust.org)