



### Board of Directors

#### Chairman

Randall Luthi – Freedom

#### Secretary/Treasurer

Jim Magagna – Cheyenne

Jody Bagley – Auburn

Alan Barnett – Meeteetse

Ogden Driskill – Devils Tower

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Dianne Kirkbride – Cheyenne

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### Trustees

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Wayland Cato - Sheridan

Story Clark - Jackson

Sara Flitner - Jackson

Cliff Hansen - Jackson

Donald Kendall - Cora

Clarene Law - Jackson

David Leuschen - Cody

Michael Martin Murphey -  
Taos, New Mexico

Art Nicholas - Douglas

Shane Schulz - Cheyenne

Ed Prosser - Cheyenne

Jane Sullivan - Casper

Malcolm Wallop - Big Horn

Al Wiederspahn - Cheyenne

### Executive Director

Pamela Dewell

### Job Description: FIELD REPRESENTATIVE

Field Representatives are the primary contact for landowners in completing ranchland conservation projects and are responsible for conservation easement negotiations and monitoring and maintaining complete and accurate files of these activities according to WSGALT's policies and Land Trust Alliance's Standards and Practices. Field Representatives are expected to become well integrated within the agricultural community in their respective regions and are responsible for developing relations with landowners, agency personnel, local government, real estate professionals, and others to facilitate the identification and completion of projects. Field Representatives will communicate their activities, ideas, and experiences to other staff in order to increase the overall effectiveness of the organization.

Field Representatives shall:

1. Oversee local conservation easement negotiations including:
  - ✦ Identifying ranchland conservation opportunities;
  - ✦ Responding to landowner inquiries;
  - ✦ Ensuring the completion of property title searches, mineral reports, mortgage subordinations, easement appraisals, baseline documentation reports, title insurance, and conservation easement title registration;
  - ✦ Negotiating conservation easement terms in conjunction with WSGALT's Executive Director, Board, and legal representatives of both WSGALT and the landowner; and
  - ✦ Maintaining complete and accurate files of conservation easements according to WSGALT's record keeping policy and Land Trust Alliance's Standards and Practices.
2. Monitor assigned/regional conservation easements annually.
3. Coordinate with agricultural organizations, conservation groups, and local governments on projects and outreach activities in their area.
4. Assist with developing activities of WSGALT's local chapters.
5. Develop and implementing local outreach and communication strategies.
6. Support fundraising including assisting the Development Director and Executive Director with:
  - ✦ Identifying, cultivating, and maintaining donors;
  - ✦ Organizing community fundraising events;
  - ✦ Conducting personal visits and mailing fundraising solicitations; and
  - ✦ Grant writing.
7. Support the Development Director in maintaining WSGALT's membership database.
8. Communicate activities to WSGALT's Executive Director and other staff.
9. Undertake projects and tasks as assigned by WSGALT's Executive Director.