



Position Description

Partnership of Rangeland Trusts (PORT) Executive Director

The Partnership of Rangeland Trusts (PORT) seeks an Executive Director. The Executive Director is responsible for strategic leadership of PORT, coordinating the efforts of the primary partners and serving as the liaison to a variety of audiences. This is a currently being offered as a contract position working approximately 15 to 20 hours per week.

This is a three-year effort for which PORT will raise \$110,000 from a variety of sources by June 30, 2012 to match an initial investment from the Doris Duke Charitable Foundation's Rocky Mountain Land Protection Initiative. The fundraising strategy will focus on grants as 70% of the revenue and contributions as 30% of the revenue. Grant proposals will be developed by the Executive Director. The main focus for grant writing will be foundations focused on conservation, environment and species, and agricultural sustainability. Contributions will come from PORT members, partner organizations in conservation and agriculture and individual donors. The Executive Director will orchestrate the Board to conduct this segment of the strategy and assist them in execution.

Responsibilities:

Leadership: Lead the development and implementation of a three-year strategic plan for PORT. Develop and support the PORT Board to effectively govern and sustain the organization. Oversee a communication strategy to advance the PORT mission.

Public Policy: In conjunction with the Board and other partners develop and implement PORT's national legislative agenda.

Fundraising: In partnership with the Board, raise the funds necessary to sustain the organization and meet grant match requirements.

Facilitation and Administration: Facilitate PORT functions such as Board meetings/conference calls, legislative trips, outreach, and organizational administration.

Reporting Relationship:

Reports to the PORT Board under the supervision of the Board Chairman.

Qualifications:

- Minimum of three to five years of experience and demonstrated success closely related to priority responsibilities.
- Working knowledge of land trusts.
- Ability to work effectively with a wide range of people, including PORT Board, partners, elected/appointed officials, donors and the media.
- Experience with and/or knowledge of rangeland agriculture.
- Excellent oral and written communication skills.
- Strong organizational skills and the ability to work independently, as well as part of a team.
- Strong computer skills including website administration.
- High level of energy, initiative and integrity.
- Commitment to and passion for protecting agricultural land.
- Willingness to travel, including a valid driver's license.
- Bachelor's degree required.

Compensation:

Competitive salary commensurate with skills and experience. No other benefits will be provided at this time.

Application information:

Send cover letter and resume to: **PORT Executive Director Search
C/O California Rangeland Trust
1225 H Street
Sacramento, CA 95814**

Alternatively, you may e-mail Benjamin Higgins at bhiggins@rangelandtrust.org.
Position is open until filled. Application review begins March 1, 2010.

The Partnership of Rangeland Trusts is an Equal Opportunity Employer.