

Santa Lucia Conservancy Executive Director Job Description

October 23, 2018 Version

The Santa Lucia Preserve is a unique conservation community set within a 20,000-acre natural preserve. In partnership with Preserve landowners and professional staff, the non-profit Santa Lucia Conservancy is responsible for the ecological health of the lands, waters and wildlife supported by 18,000 acres of protected lands in its care.

The Executive Director (ED) and the Board of Governors work in concert to set the strategic direction of the organization through the periodic development of a strategic framework and supporting work plans. The ED is tasked with the overall leadership of the organization in pursuit of the goals and priorities set forth through this process and is accountable to the Board of Governors, primarily through the Board Chair.

The ED serves as the public face of the organization and represents the conservation mission and values of the organization in all endeavors: including individual engagements with Preserve landowners, Preserve-wide initiatives and activities, and community collaborations.

The ED ensures a positive and productive working relationship with the County of Monterey and other regional partners, and works in close partnership with the General Manager of the Santa Lucia Preserve Community Services District and the CEO of the Santa Lucia Preserve Company. Together, they ensure the coordinated management of the Preserve lands consistent with the successful and sustained implementation of the Preserve's Comprehensive Development Plan, and the health and vitality of the Preserve Community.

CORE RESPONSIBILITIES

A. Staff Leadership (25%)

1. Leads a team of conservation professionals, administrative staff and volunteers in achieving short and long-term objectives.
 - a. Recruits, trains, motivates, and evaluates staff.
 - b. Ensures professional development opportunities for staff to increase their effectiveness and currency in their respective fields.
 - c. Fosters commitment to the Conservancy's mission and vision.
 - d. Creates and sustains a positive and productive working environment.
2. Demonstrates ecological, scientific and conservation policy expertise, providing significant technical direction and support to the staff and Board.
3. Works with staff to develop multi-year and annual work plans including benchmarks and measures of success; assesses and reports on progress.

4. Assists staff in effectively building and nurturing relationships with landowners, Preserve staff, agency partners, and other key stakeholders.
5. Ensures that the organization advances its mission consistent with its values, fiduciary obligations and the strategic direction set by the Board.
6. Maintains currency in conservation, non-profit management and leadership expertise.

B. Organization Management and Financial Responsibility (20%)

7. Develops and monitors an annual budget and provides overall management of the fiscal operations of the Conservancy, with the Treasurer and Finance Committee.
8. Exercises responsible oversight through budget tracking, grant management, non-profit reporting and cost controls.
9. Monitors cash flow and coordinates endowment distributions.
10. With the Finance Committee, monitors endowment performance and coordinates as needed the contracted fund manager to ensure compliance with the endowment policy and to provide Board reports.
11. Ensures organizational compliance with internal policies and procedures, as well as applicable legal requirements and financial standards, including the requirements of non-profit tax status, Supporting Organization status with the Sonoran Institute, and Land Trust Alliance membership.
12. Retains outside contractors as appropriate, and oversees their performance.

C. Community Outreach and Engagement (20%)

13. Communicates and reflects the Conservancy's mission, vision and core values.
14. Positions the Conservancy as a resource and partner for Preserve landowners, including supporting fuel management, wildlife management, habitat restoration, and conservation-related activities on private lands within the Preserve.
15. Represents the Conservancy to a variety of audiences, including Preserve landowners and staff, government agencies and officials, community leaders, and other partners.
16. Ensures landowners, prospective buyers, real estate professionals, architects, contractors and other key stakeholders have access to information relating to the Conservancy's role and values, obligations related to Conservation Easements and other key resources.
17. Engages and inspires Preserve landowners, Clubs, and the CSD in the development of conservation plans that guide infrastructure development, improvements, and management to minimize adverse impacts on the Preserve's Protected Values.
18. Recruits, motivates, and retains conservation and science partners as needed to advance the Conservancy's mission and strategic goals.
19. Oversees and contributes to outreach plans, strategies, and materials. Manages professional consultants and coordinates with Preserve marketing and communications teams.

D. Conservation (20%)

20. Leads the development and implementation of resource conservation plans and priorities that sustain biodiversity and abate threats to the Preserve's Protected Values.
21. Ensures management of the Conservancy's conservation easements ("Openlands") and fee lands ("Wildlands"), addresses issues collaboratively in coordination with Preserve senior managers as a preferred approach, pursues compliance actions when needed, in coordination with the Board.
22. Ensures Conservancy compliance with its Conditions of Approval and the Resources Management Plan as required in the Combined Development Permit issued by Monterey County.
23. Ensures Conservancy compliance with the Board-adopted Land Trust Alliance "Standards and Practices."
24. Ensures strategies and protocols are in place to abate known threats to the Preserve's Protected Values and people, including wildfire, trespass, emerging pathogens and invasive species.
25. Secures and sustains productive working relationships with the County of Monterey, State and federal resource agencies, and other regional conservation partners essential to the success of the Santa Lucia Preserve.
26. Identifies and develops resources including grants, research agreements, and regional partnerships to sustain and improve the ecological health of the Preserve's Protected Values.

E. Board Support (15%)

27. Assists the Board in setting the organization's strategic direction through the development, implementation and periodic review of a strategic framework and conservation plan.
28. Serves as staff liaison to the Board of Governors, including assisting the preparation of materials for meetings, supporting committees, and assisting with special projects.
29. Supports the Board in the identification and cultivation of future Board members.
30. Supports the Board in its ongoing efforts to assess, sustain and, when needed, improve governance and organizational effectiveness.