



Job Description Executive Director

The **Ranchland Trust of Kansas** (RTK) is a private, non-profit organization founded by members of the Kansas Livestock Association in 2003. The organization was created to provide assistance to ranchers and landowners who desire to conserve their land with conservation easements. Guided by their mission to preserve Kansas' ranching heritage and open spaces for future generations through the conservation of working landscapes, RTK values a commitment to conservation, respect for private landownership, integrity, organizational excellence and collaboration with those who share their values. RTK remains an affiliate of the Kansas Livestock Association. For more information about RTK, please visit www.ranchlandtrustofkansas.org or call (785) 273-5115.

Summary of Position:

The Executive Director (ED) is responsible for the professional leadership, management and growth of RTK. The ED, working in concert with the board, will move RTK forward in the development and implementation of internal and external goals that reflect the organization's vision, mission, and business plan. The position provides overall leadership for strategy, organizational development, implementation, conservation projects, financial oversight, fundraising and donor cultivation.

Duties and Responsibilities:

- **External Relations**
 - Develop and sustain a collaborative relationship with staff, officers, and volunteer leaders.
 - Develop and maintain positive working relationships with landowners, tenants, state and federal conservation agencies, and private conservation organizations.

- **Board Development**
 - Works closely with the Board Governance Committee and Board of Directors to recruit, train, and maintain an actively engaged, diverse Board of Directors.
 - Promotes the Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, and overall organizational wellness.
 - Serves as the primary staff person for the Board of Directors and the Executive, Finance, and Board Governance Committees as well as overseeing staffing of all other committees.

- **Fiscal Management**
 - Ensures that RTK is fiscally sound.
 - Works with staff and officers to prepare RTK budgets.
 - Coordinates rigorous accountability standards with accounting staff for grant and budget tracking.
 - Directs financial activities and decision planning for policies developed in concert with the Board.
 - Obtains contributions, contracts, grants, and in-kind donations to support RTK projects and services.
 - Presents annual budget and quarterly financial reports for Board of Directors.
 - Assures RTK compliance accountability to Board, funders and regulatory bodies.
 - Engages with treasurer and RTK Board in financial planning and diversification activities.

- **Program Planning and Operations Management**
 - Together with the RTK Board of Directors, ensures management and leadership of RTK in a manner consistent with Land Trust Alliance Standards and Practices.
 - Coordinates a consensus of the Board of Directors for organizational goals and objectives and secures their assistance implementing these goals and objectives.
 - Provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks.

- **Fundraising and Marketing**
 - Develops and sustains a diverse funding base. Emphasis will be on growing and cultivating the individual donor base.
 - Raises the visibility of the organization through the development and implementation of a sustainable capacity campaign geared to its various constituencies as well as the public.
 - Understands the importance of auditing and maintaining virtual tools.
 - Responsible for volunteer management, public relations, education and membership programs.
 - Oversees educational and outreach initiatives with students, the general public and those setting conservation policy.

- **Partner Program Agreements**
 - Responsible for identifying and submitting feasible program agreements with multiple partners.
 - Responsible for program agreement deliverables and required reports to the funder.
 - Responsible for the reconciliation of program agreement budgets and tracking appropriate expenditures as defined by the program agreement.

- **Land Conservation**
 - Responsible for land stewardship and monitoring of RTK conservation easements.
 - Ensures excellence in the management and monitoring of conserved lands.
 - Identifies lands of conservation interest, identifies projects, and negotiates or supervises the negotiation of real estate transactions.
 - Makes public presentations on the history and purpose of RTK.

- **Human Resources Management**
 - Recruits, manages, inspires, motivates and empowers a strong staff team.
 - Prepares for the anticipated growth of the organization. Develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff.
 - Oversees an appropriate organizational structure and ensures that the programmatic objectives are supported internally: facilities, technology, finances, communication, and functional needs.
 - Supports inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals.
 - Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

- **Public policy**

- Positions RTK as an effective, vital, land conservation organization.
- Represents RTK at all appropriate public functions and makes effective public presentations.
- Establishes and maintains contacts with key individuals in both the public and private sectors. Works for strong communication with state legislators and congressional offices.
- Ensures the representation of RTK's concerns to county and state policy makers, task forces, and advisory committees, planners and funding bodies when appropriate.
- Assures professional relationships with individuals and organizations which share a stake in land preservation in the state.
- Represents RTK in state, regional, and national land trust organization events.

- **Knowledge and Skills**

- 10+ years experience in the administration of a nonprofit organization.
- 10+ years experience in creating and executing successful fundraising campaigns.
- Experienced at successfully utilizing customer relations management software, preferably Bloomerang.
- Experienced in selecting website construction agreements and consultant selection.
- Undergraduate degree and experience in natural sciences, natural resource management or agriculture preferred, but not necessary.
- Understanding of wildlife habitat needs, grazing land management, and agricultural economics.
- Demonstrated ability to interact and communicate effectively with a wide range of people, especially farmers and ranchers, staff of governmental agencies, and scientists. The ability to relate to, negotiate with and build trust with landowners and partners is imperative.
- Possess skills and experience in public speaking, and the ability to represent RTK at public forums or small informal settings.
- Demonstrated effective writing skills, with willingness to create documents and reports supporting the conservation project.

SALARY & BENEFITS

This is a full-time, salaried position. Compensation is commensurate with professional experience and education. Benefits include a tiered paid leave policy, 13 paid holidays, four weeks of maternity leave, health insurance, employer-matching retirement plan and reimbursement of travel related to achieving program objectives.

HOW TO APPLY

Please submit a cover letter and resume to Samantha Weishaar, RTK Associate Director, at samantha@kla.org. Screening of applications will begin on Jan. 2, 2024 and will continue until the position is filled.

Ranchland Trust of Kansas is an equal opportunity employer.

Ranchland Trust of Kansas, Inc.
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