

**Bexar Land Trust, Inc.**  
**Green Spaces Alliance of South Texas**

Green Spaces Alliance of South Texas (GSA) is a Texas not-for-profit organization dedicated to keeping South Texas green. GSA approaches this mission through three principal programs: Land Conservation and Stewardship; Urban Land and Water, which includes Community Gardens; and “Picture Your World,” a nature photography program for children 8 to 18 years of age; as well as related public education efforts.

Employee Job Description

**Chief Executive Officer – exempt, full-time**

*Salary \$70,000 to \$75,000*

*Plus 20 days of personal paid leave, 12 paid holidays, group health insurance plan, eligible to participate in dental plan, SIMPLE IRA plan option, business expenses reimbursements, development opportunities*

**Summary**

The Chief Executive Officer directs the work of the organization to implement the goals, objectives, and policies established by the Board of Directors. The Chief Executive Officer reports to the Board through the Board President and the Executive Committee.

**Responsibilities**

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions*

*Leadership and Administration*

- Foster and maintain a clear vision of the organization.
- With the Board, develop and implement a strategic plan, including specific goals and strategies.
- Ensure programmatic excellence and rigorous program evaluation.
- Recruit, train, motivate, develop and evaluate staff and empower their initiative and creativity.
- Administer financial, personnel and organizational policies.
- Provide for recruitment, deployment, and appreciation of community and corporate volunteers.
- Ensure Board and staff compliance with all internal policies and procedures, contracts, grant and legal requirements.
- Ensure compliance with the Standards and Practices of the Land Trust Alliance; maintain accreditation by the Land Trust Accreditation Commission.
- Ensure that systems are in place for effective financial, personnel, fundraising, program and conservation management.
- Effectively manage the organization so that all elements – board, staff, volunteers, and partners – collaborate as a team and meet goals.

*Fiscal Operations, Standards, and Practices*

- Ensure reliable and responsible administration of financial obligations, personnel, land acquisitions, easements, grants, legal, and related record-keeping and reporting obligations.
- In association with the Board, develop and administer an annual budget for the organization and its programs and track expenses and income by program.

- Ensures the reporting of cash flow projections, budget variances and ad hoc reports each month to assess financial health of the organization, and as requested by the Board.
- Ensure that procedures and work flows incorporate adequate internal controls.
- Work with the Board and staff to set financial priorities that best support the strategic plan.

#### *Fundraising, Community Outreach and Member Relations*

- Guide the organization towards fiscal and operational sustainability.
- Develop a fundraising plan and report progress toward plan benchmarks.
- Provide for marketing and public information services to support programs.
- Develop a vibrant membership program.
- Develop and support mechanisms for regular communication with stakeholders, members, partners, and the media.
- Cultivate and nurture positive working relationships with interagency partners, political and community leaders, funders and donors, professional organizations, the media, landowners, and the public.
- Cultivate and steward major donor prospects.
- Research, locate and apply for appropriate grants.
- Lead fundraising and annual campaigns.
- Support and provide direction to Board Resource Development Committee.

#### *Board Relations*

- Provide information and support to the board in fulfillment of its duties.
- Assist the Board Development Committee efforts to recruit, orient, train and motivate Board members.
- Make recommendations to the board and its committees regarding policies, programs and practices.

#### *Minimum Qualifications*

- Bachelor's Degree in Business or Nonprofit Management or Bachelor's Degree in a conservation related field.
- Commitment to the organization's mission.
- Five years of experience in a senior leadership role.
- Proven success with fiscal operations, employee management, and fundraising.
- Outstanding written and oral communication skills with the ability to inspire and persuade.
- Strong collaboration and consensus building skills.
- Passion, integrity, positive attitude, entrepreneurial, innovative and self-directed.

#### *Preferred Qualifications*

- A Master's Degree in Public or Business Administration or a Master's Degree in a conservation related field.
- Prior experience with a Land Trust organization.
- Knowledge of conservation, sustainability and nature education.
- Five to ten years of experience in a senior leadership role.
- Prior experience working with a Board of Directors.

**Work Environment:** This position operates in an indoor office setting the majority of the time. Marginal time will be spent at events and meetings outside the office where exposure to weather elements, dirt, and dust, unpleasant smells, and/or loud noises are possible.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to communicate and converse with employees, maintain a stationary position, move/traverse, kneel, bend, and reach with hands and arms for short periods of time. This position requires the ability to stand to lift boxes of up to 25 pounds.

**Hazards:** The employee in this position may be exposed to certain hazards as part of the duties and responsibilities of the position such as animals, insects, poisonous plants, construction, heavy machinery and noisy environments.

**Position Type:** This is a fulltime, exempt position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 5:00 p.m. but is flexible based on need. Evening, night, and weekend work may be required as duties demand.

**Affirmative Action (AAP/EEO statement):** GSA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

**Disclaimer:** This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Please send your resume and cover letter to [info@greensatx.org](mailto:info@greensatx.org). We will collect candidates from now through May 8, 2019 and then start phone and personal interviews.