

**ORIENT LAND TRUST**  
Job Description – Full Version  
Deputy Director (DD)

**Department:** Executive Director Office  
**Job Title:** Deputy Director, ORIENT LAND TRUST (OLT)  
**Supervisor:** OLT Executive Director

**OLT Mission Statement:** OLT is a nonprofit 501 (c) (3) organization dedicated to the preservation of Valley View Hot Springs (VVHS) and its view shed – including natural and biological resources, agricultural lands, wildlife habitat, open space and historic and geologic features of the northern San Luis Valley for the education and enjoyment of current and future generations.

**Position Type:** Full time. This position is an exempt salary position.

**Pay Range:** Starting at \$38,000-\$45,000 annually

**FLSA Status:** Exempt

**Benefits include:** An employee may be eligible for OLT group health plan coverage the first of the month after 60 days of employment depending on the hours worked and for Paid Time Off (PTO) benefits after 120 days of employment depending on the hours worked.

**Position Overview:** The Deputy Director (DD), under the supervision of the Executive Director (ED) and is responsible for the successful management of OLT and its programs. OLT protects over 2,200 acres. The primary destination for visitors is VVHS, a clothing optional recreational facility providing pools, camping and cabins for land trust visitors. The DD will take a leadership role as OLT engages in public outreach to forge a strong connection between OLT and communities, local and wide spread; coordinate scientific and educational programs to increase visitor appreciation for and understanding of the many interrelated aspects of OLT.

### **Deputy Director Responsibilities**

#### **Administration/Management**

##### ***Human Resources***

###### **Staff**

- Support hiring and supervising, as appropriate, all OLT staff as provided for in the OLT employee policy handbook to provide for efficient day-to-day operation of the organization and quality working environments for all staff.
- Complete an annual self-evaluation as directed by the ED.
- Ensure staff carries out the organization's mission, goals and objectives.
- Periodically review employee policy handbook and job descriptions to ensure they are up-to-date and comprehensive, and report on such to BOD.
- Encourage professional development in the area of land trust management, land preservation, nonprofit management, etc. and promote development opportunities for all staff.

###### **Board of Directors**

- Implement and carry out all policies as approved by the BOD.

- Attend BOD committee meetings as appropriate or required by ED
- Assist BOD Chair, Secretary and Treasurer in preparing agenda for meetings, and provide all necessary reports and recommendations.

#### Volunteers

- Encourage the involvement of volunteers to advance the goals of OLT.
- Support the Volunteer Programs in each of the departments to evaluate effectiveness.

### **Organizational Planning**

#### Financial Management

- Support the ED and Board in strategic planning; develop master work plans to include specific tasks and strategies for carrying out the goals of the Strategic Plan and report to the ED on progress toward goals.
- Understand the OLT's annual budget.
- Operate within approved budget unless otherwise authorized by the BOD.
- Support preparation of financial reports and budgets for use of the ED.
- Review fundraising reports monthly; generate fundraising reports for ED and BOD meetings.

#### Regulatory Compliance

- Keep abreast of legal decisions, regulations and other developments affecting private land conservation and develop a strong professional network with other land trusts, state and local government agencies, local business interests, developers and potential donors.
- Maintain OLT's compliance with Land Trust Alliance (LTA) Standards and Practices for Land Trusts.
- Ensure that operations of the OLT are in compliance with all relevant rules, regulations, codes and other applicable laws.
- Support developing and updating OLT documents and office forms.
- Support the record keeping systems to ensure they are adequate to meet needs and legal requirements; report on any matters to the ED.

#### Facilities

- Through cooperation with the Visitor Services Manager and Information Technology (IT) consultant(s), achieve a thorough understanding of onsite information technology systems. Supervise maintenance of all technology and information processing, including telecommunications, computer networks, business radios, and security hardware.
- Through cooperation with the Facilities Manager, achieve a moderate understanding of onsite utility systems.
- Maintain familiarity with emergency and backup procedures.
- Support Facilities Manager in developing, implementing, and evaluating job safety training standards for OLT employees.
- Develop schedule for Overnight Responsibility coverage utilizing staff who live on-site and others as needed.

### **Outreach**

- Represent OLT professionally in the community while promoting public awareness and support for land and open space preservation.
- Encourage appreciation and knowledge of unique facets of OLT property by OLT members, local communities and the general public.
- Provide information on land trust programs to OLT members, other land trusts and the general public.

- Oversee public communications program, including web sites, publication of newsletters, news releases, and informational materials.
- Act as the primary spokesperson for OLT and attend meetings of local business, civic and other organizations as appropriate.
- Give presentations at appropriate organizations to increase visibility and credibility of OLT.
- Seek financial support, grants, contracts and/or other assistance from individuals, foundations, corporations, and public agencies.
- Help with collection of membership dues (individual contributions) and award of benefits or premiums as appropriate.
- Oversee supporter development and recognition.
- Maintain positive relations with donors, including individuals, foundations and public agencies.
- Identify opportunities for special events to achieve goals set by strategic plan and operating plan.

## **Programs**

### ***Land Protection and Stewardship***

- Support, with ED and Board approval, a program of land conservation, including voluntary land preservation, land acquisition, and conservation easements.
- Help develop and manage an annual work plan to carry out the land conservation program.
- Implement an effective program of awareness and support for maintaining open spaces.
- Implement an effective land stewardship and monitoring program for property owned or managed by OLT.
- Maintain partnerships with landowners, agencies, land trusts, and other organizations to promote protection of land in OLT's area of concern.
- Work effectively with other organizations, including other land trusts, state and local government agencies, local business interests, developers and potential donors to achieve objectives.

### ***Visitor Services***

- Evaluate the services being provided by the organization in relation to specified goals and standards, and recommend modifications, where appropriate.
- Support implementation of policies and procedures to ensure OLT provides a positive naturalist experience for visitors.

### ***Scientific and Educational Programs***

- Facilitate access to OLT programs by local and other schools to promote knowledge of land preservation and other attributes of OLT.
- Provide support to staff in assembling educational data and material, and make such material available to the public.
- Support the creation of opportunities for visitors to participate in activities that enrich their experience at OLT and to educate themselves about various aspects of OLT.

## **Performance Evaluation:**

Performance evaluations will be conducted quarterly by the ED or its designee(s) for the first year of employment. During that period, the DD will be on a probationary status. After the first year of employment, the performance of the DD will be evaluated, at least annually, by the ED and Board of Directors. The Deputy Director is being evaluated for a potential Executive Director position.

This position is an exempt, salaried position. It is eligible for benefits as per OLT employment policy.

**Requirements of the job:**

- May be required to live on site and be able to have flexible working hours
- Ability to walk on rough, steep terrain at altitudes up to 10,000 feet
- Previous association with Orient Land Trust and clothing optional VVHS or other clothing optional resorts.

**Preferred Qualifications:**

- A 4-year degree in natural resource management, non-profit management, outdoor recreation management, or a related field preferred.
- Effective experience with fundraising, including individual donor cultivation, corporate sponsorships, grant writing, and event planning and management of a non-profit organization preferred.
- Experience with land conservation including conservation easements, real estate transactions, land management/stewardship plans preferred.
- Effective verbal, written and interpersonal communication skills.
- Skill in public speaking and ability to represent OLT in a public forum.
- Ability to interact well with a wide variety of people, including landowners, government officials, the press, scientists, donors, the general public, and a diverse Board of Directors.
- Ability to manage, motivate, and direct staff and volunteers while being a team player.
- Must possess a professional manner, be self motivated, able to handle and prioritize multiple projects.
- Ability to combine sound business sense and judgment with a strong commitment to the preservation of the unique natural environment, Everson ranch, ecological, scenic and natural resources of OLT.
- Proficiency with computer applications and office systems.

**How to Apply:** Present Letter of Interest and Current Resume.

If you would like to be considered for this position, then please submit, application, letter of interest, resume and references to [ddsearch@olt.org](mailto:ddsearch@olt.org). We are looking forward to talking with appropriate candidates for this position.

**Closing Date: August 15, 2022**

For information on Orient Land Trust and our company culture, visit our website at [www.olt.org](http://www.olt.org).

Orient Land is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.