



## Assistant Director

### Organization and Position Summary

Based in Auburn, CA, Placer Land Trust (PLT) is a private nonprofit organization founded in 1991 that works with willing landowners and conservation partners to permanently protect natural and agricultural land in Placer County. To date, PLT has protected over 20,000 acres of land in Placer County for current and future generations. Our protected lands include woodlands, forests and rangelands, waterways and lakes, habitat corridors and wildlife preserves, parks and recreation areas, scenic vistas, and farms and ranches.

PLT is seeking to hire a full-time Assistant Director to work with the Executive Director to ensure the sustainable success of PLT through efficient and effective management of PLT's existing resources - primarily its staff, programs, funds, and assets. The Assistant Director (AD) is a key part of PLT's leadership team, along with the Executive Director (ED) and the Board of Directors.

As the organization's #2, the AD manages and supervises multiple employees and will assist the ED in planning, implementing, and supervising many of the organization's programs and operations, including but not limited to administration, financial management, and fund development. The AD will perform these duties according to PLT's [core values](#) in support of its mission and vision, and the AD will incorporate and demonstrate values of equity, inclusion, diversity, and access to land in all work matters. As interest, ability, and experience allow, the AD will also become more directly involved in the management and supervision of land acquisition and stewardship aspects of the organization. Specific responsibilities are listed on the following pages.

This is a full-time exempt salaried position. The position will require occasional work during evening and weekends, and occasional travel within or outside of Placer County. PLT offers a hybrid work environment and flexible scheduling. PLT provides room and resources for its full team (expected to be 13 when this position starts) to work at the PLT office in Auburn, and PLT also helps with resources to facilitate efficient remote work. This position requires an average of 2 days per week in the PLT office working with direct reports, PLT's contract accountant, and the ED; beyond that, a hybrid remote/office work schedule can be determined by the employee and the ED.

PLT values and seeks a team with diverse experience, backgrounds, perspectives, and skills to ensure we are strong, and our work remains relevant today, for current and future generations, and for all. We recognize that historically land conservation has not been a diverse field with equitable representation and opportunities for all, and PLT is working to change that. We believe that many skills can be taught, and as long as you meet the job requirements and will promote a culture of inclusion in our organization, you are strongly encouraged to apply. All applications will be reviewed using anonymized application screening.

PLT is committed to equal employment opportunities for all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, socioeconomic class, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Responsibilities

### Administration and Financial Management (30%)

- Manage and supervise PLT's administrative, fundraising, outreach, and recreation staff, currently four employees: Donor Relations Director, Community Engagement Manager, Recreation Manager, and Office Manager.
- Manage PLT's Certified Public Accountant (an independent contractor), including working in person with the CPA one half-day per week at the PLT office to manage accounts payable/receivable.
- Perform or oversee the following financial duties effectively and efficiently:
  - Supervise the management of PLT's finances and bookkeeping, including daily and weekly accounts payable and accounts receivable; weekly and monthly tracking, allocation and reconciliation of expenses and revenue; and monthly and quarterly financial reporting to the Board.
  - With the ED, lead the process to develop annual plans and budgets that reflect organizational goals and staff/team needs. Assist the ED in long-range budgeting.
  - Manage the organizational and team budgets; review budget-to-actual performance quarterly.
  - Ensure staff are managing programs and projects efficiently and within budget and provide any necessary assistance to ensure compliance with all grants, contracts, obligations, and other agreements.
  - Oversee the annual financial audit and the annual tax report.
  - Assist the ED in seeking improvements in PLT's fiscal and health and accountability.
- Oversee and implement with the help of Office Manager the following administrative duties effectively and efficiently:
  - Manage and renew essential qualifications and services, such as accreditation, insurance, welfare tax exemptions, office lease, and membership in beneficial professional associations.
  - Manage and evaluate essential support service providers (financial service providers including investments and banking, payroll, health insurance, retirement, building maintenance). Secure new providers, as necessary.
  - Ensure that complete electronic and hardcopy records of all financial transactions and property records, are kept, maintained, and filed accurately.
- Work with the ED and the Board to lead the implementation of the PLT Strategic Plan, including forward planning for sustainable organizational success.
- Support the incorporation of IDEAL goals in PLT's operations, people, and practices.
- Proactively suggest improvements to PLT operations, programs, processes, and sustainability.

### Human Resources (20%)

- With the help of Office Manager, oversee and implement the following duties related to human resource management effectively and efficiently:
  - Assist the ED in keeping up with relevant laws and best practices through research and recommended training.
  - Ensure compliance with PLT's Governance & Personnel Policy. Ensure all employees and volunteers know and adhere to all relevant policies and procedures.
  - Review all PLT policies on an annual basis, and work with ED on updating existing policies or developing new policies as needed, including ensuring compliance with state law and all applicable standards and practices.
  - Work with the ED to evaluate and improve staff performance on an ongoing basis, including but not limited to assessing and supporting the performance of AD's direct reports.
  - Lead in updating and improving PLT's personnel processes, including but not limited to recruiting and hiring processes, performance reviews, job descriptions, compensation packages and review, and succession planning.
  - Ensure the prudent investment in training and professional development of all staff.
  - Ensure the organization has a safe, healthy, and professional work environment, with adequate technology, supplies and other resources for staff to perform their duties.
- Supervise and provide guidance to staff to expand human resource capacity through volunteer management and partnership development.

### Fund & Membership Development (35%)

- Oversee and implement with the help of staff as applicable the following duties related to fundraising effectively and efficiently:
  - Co-lead with the Donor Relations Director an active planned giving program to significantly increase planned giving to PLT over time.
  - Oversee the application and receipt of increased unrestricted or operations-restricted grant funding for PLT.
  - Provide strategic direction to and assist in annual giving, major donations, events, sponsorships, and other unrestricted and restricted fundraising, notably including cultivation, solicitation, and stewardship of donors.
  - Ensure PLT always exhibits exemplary donor and community relations, including data management and member communications.
  - Work with the ED in obtaining, managing, and building long-term funds and endowments.
  - Assess the ongoing implementation of fundraising and marketing plans and ensure the successful implementation of these plans.
  - Provide guidance to communication strategies and materials, including print and digital publications, website, social media, marketing collateral, and others.
- Provide leadership, support, and participation at annual fundraising events.
- Provide guidance and oversight to staff and plans to support member recruitment and engagement, including recreational programming and outreach activities.
- With the help of the Community Engagement Manager, cultivate, develop, steward, and enhance relationships with conservation and community partners (public agencies, NGOs, etc.).

### Other Leadership Duties (15%)

- Provide support to the Board of Directors:
  - Serve on Budget & Finance Committee; support the Audit Committee and the IDEAL Committee.
  - Contribute to Board development.
  - Attend monthly Board of Directors meetings at the ED's direction.
- Represent PLT in various groups and settings at the ED's discretion.
- Serve as acting ED in their absence.
- Assist the ED in providing support for certain aspects of land acquisition and stewardship projects.
- Plan and lead the annual Staff Retreat.
- Be flexible to changing needs and responsive to other duties as assigned by the ED.

## **Minimum Required Qualifications**

- A passion for conserving land and serving our community.
- Four years of personnel management or team leadership experience. Strong people management skills and the ability to organize and motivate others.
- Fundraising experience in a leadership position.
- Experience cultivating and stewarding fundraising relationships to support a nonprofit organization.
- Financial management experience, including familiarity with bookkeeping, budgeting, and reporting.
- Project management experience, including overseeing multiple projects through to success, and meeting financial goals and project deadlines.
- Exceptional communication skills, including ability to represent PLT well to our partners, members, and the public.
- Strong interpersonal, teambuilding, and relationship-building skills, with the ability to interact effectively with diverse personalities.
- Strong written communication, attention-to-detail, problem-solving, quality control, and time management skills. Ability to work independently and decisively with little supervision.

- Computer proficiency, including ability to trouble-shoot basic computer user problems and learn new computer skills. High proficiency with Microsoft Office, Outlook, Word, and Excel.

### **Other Applicable Experience or Knowledge (helpful but not required)**

- Experience or knowledge that is “above and beyond” the above Minimum Required Qualifications.
- Specialized experience:
  - Nonprofit or land trust leadership experience.
  - Successful experience with planned giving, major gift solicitation, or grant writing.
  - Experience with database and project management tools.
- Specialized education or knowledge:
  - Bachelor’s Degree or postgraduate degree in business, nonprofit management, fund development, or related field.
  - Knowledge of Placer County.

### **Salary & Benefits**

The salary is \$94,000 - \$96,000. Annually PLT offers 13 paid holidays, accrual of paid vacation starting at 13 days, and accrual of paid sick time at 10 days. PLT contributes to the cost of group health insurance available to PLT employees. When the employee becomes eligible per IRS rules, PLT starts and contributes to the employee’s 403b retirement program. PLT offers ongoing training and professional development.

### **To Apply**

Email cover letter and resume to [info@placerlandtrust.org](mailto:info@placerlandtrust.org) with “Assistant Director Application” in subject line. The first deadline to apply is August 1, 2024, with an anticipated start date in early September 2024. However, the position will remain open and listed on our website, [placerlandtrust.org/about-plt/join-our-team/](https://placerlandtrust.org/about-plt/join-our-team/), until filled.

### **More Information**

About Placer Land Trust: [placerlandtrust.org/about-plt/about-plt/](https://placerlandtrust.org/about-plt/about-plt/)

PLT’s annual report: [placerlandtrust.org/year2023/](https://placerlandtrust.org/year2023/)

PLT’s staff team: [placerlandtrust.org/about-plt/our-team/staff/](https://placerlandtrust.org/about-plt/our-team/staff/)

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