
Executive Director

Idaho Foundation for Parks and Lands

Essential Functions:

The Executive Director will provide professional oversight of the Idaho Foundation for Parks and Lands (IFPL), ensuring that the land trust is managed effectively to achieve its mission. The Executive Director will maintain and expand strong relationships with our members, easement donors, financial supporters, and partners including government agencies, corporations, and other foundations. As the lead fundraiser for the organization, the Executive Director will develop, sustain, cultivate, and identify new sources of philanthropic support including major donor gifts, foundation support, planned giving, and business donations. In addition, the Executive Director in cooperation with the Treasurer will oversee the fiscal operation of the organization.

This position requires a self-starter who can work across all of IFPL's programs. We are looking for someone with strong development, leadership, management, and communication skills who values learning and having fun. In collaboration with the Board of Directors, the Executive Director will be able to articulate and convey a vision for the future of IFPL and translate strategic goals into achievable objectives.

About the Idaho Foundation for Parks and Lands: The IFPL is a land trust that works with private landowners, neighborhoods, and public agencies to protect open space in Idaho. We acquire land and easements, protect and restore natural areas, introduce people of all ages to an outdoor environment, and coordinate hands on land projects such as habitat restoration. Since our founding in 1972, IFPL has partnered with families, municipalities, agencies and organizations to conserve open space across Idaho. For more information about IFPL and its programs, visit www.idaholands.org.

Specific Duties:

Fundraising and Relationships

- Collaborate with the Board of Directors to build a sustainable funding model for IFPL operations.
- Lead the identification, cultivation, and solicitation of major private/corporate donors in collaboration with the Board of Directors.
- Lead current and future capital campaigns as part of a developed strategic plan.
- Identify, cultivate, and secure public and foundation funds for unrestricted and restricted uses.

- Strategically identify and execute additional development programs, including planned giving and capital campaigns.
- Expand and manage current donor base.
- Establish and maintain strong, positive, and strategic organizational working relationships with a wide range of Idaho partners and stakeholders, including other non-profits, state agencies, counties, and cities.

Strategic Leadership

- Prepare, with the Board of Directors, short term, medium, and long term strategic plans and annual operating plans, and ensure their implementation.
- Articulate and expand a vision for our mission and oversee the expansion of the organization's outreach through effective branding, messaging and other marketing strategies.
- Propose, plan, secure funding for, and supervise future staff, provide mentoring and leadership and create a positive working environment.

Communications/Marketing

- Develop communication plan in support of the IFPL marketing strategy.
- Represent IFPL to a variety of audiences including volunteers, members, government agencies and officials, community leaders, and other partners.
- Communicate IFPL's vision and exemplify its core values in public speaking situations as well as individual meetings and group settings.
- Design and manage content for newsletters and any other printed material.
- Oversee, populate and grow an appropriate social media presence for IFPL.
- Manage website.

Management

- Work with the Board President or other Board-defined director to coordinate the efforts of the Board of Directors with regard to planning, governance, fiduciary oversight and property inspections.
- Develop and monitor an annual budget and provide overall management of the fiscal operations of IFPL in cooperation with the Board Treasurer.
- Manages Board meeting schedules and works with the Board President to create board meeting agendas, meeting minutes, and preparatory materials prior to board meetings. Collaborate with and support fundraising and strategic planning committees and others as determined by the Board.
- Travel within Idaho to include site visits as appropriate, board meetings, donor meetings, and events TBD.
- Basic office administration in support of Foundation activities.

Qualifications, Skills, and Abilities:

- Bachelor's degree in relevant field or proven equivalent experience required.
- Proven track record of achieving fundraising goals especially major donor cultivation and stewardship as well as developing, sustaining, and identifying new sources of financial support.
- Exceptional in-person and face-to-face networking and relationship building skills .
- Demonstrated leadership skills, including facilitation of and experience working with a non-profit Board of Directors.
- Excellent public speaking and interpersonal communication skills.
- Proven experience functioning effectively as a member of a team but comfortable working when necessary as a team of one.
- Ability to tackle complex and difficult situations with tact and diplomacy.
- Proven track record of thriving in partnerships with a diverse range of stakeholders with differing personalities, political opinions, ideas, and goals.
- Commitment to the mission of IFPL, the Idaho landscape, and the "Idaho Way" of land conservation.
- Master's degree in relevant field preferred.
- Five years experience in related field preferred.

Compensation and Benefits

- Annual salary of \$70,000-90,000 DOE.
- \$6,000 stipend for health insurance.
- 2% match for retirement plan.
- 9 national holidays plus 10 days PTO annually, increasing to 20 days PTO with seniority.
- Remote flexibility up to 2 days/week.
- This position is full-time exempt.

To Apply

Email a letter of interest, resume, and names of three references to office@idaholands.org with "Executive Director Search" in the subject line. Applications are only accepted electronically. Applications will be reviewed beginning October 2; position is open until filled. IFPL is an equal opportunity employer.