



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 through 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 fiscal responsibility, respect for private land ownership, leadership, integrity, and collaboration with those who share their values. The Ranchland Trust of Kansas remains an affiliate of the Kansas Livestock Association.

**JOB TITLE:** Executive Director

### **SUMMARY OF POSITION**

The Executive Director (ED) is a new full-time staff position that will be responsible for the professional leadership, management and growth of the Ranchland Trust of Kansas. The ED, working in concert with the Board of Directors, will move RTK forward in the development and implementation of internal and external goals that reflect the organization's vision and mission. The position provides overall leadership for fundraising, strategic planning, organizational development, completion and administration of conservation projects, and financial oversight.

### **LOCATION**

The Ranchland Trust of Kansas is headquartered in Topeka, KS. Office space is shared with the Kansas Livestock Association and the Kansas Beef Council. The ED will be expected to maintain an office and have a presence at the headquarters.

### **APPLICATION DATE**

Screening of applications will begin July 10, 2018, and will continue until the position is filled. The desired start date is October 1, 2018, but is negotiable.

### **ESSENTIAL FUNCTIONS OF POSITION**

#### **Philanthropy and Marketing**

- Develop and sustain a diverse funding base. Emphasis will be on growing the donor base by fostering relationships with potential donors and soliciting charitable gifts.
- Secure contributions, contracts, grants, and in-kind donations to support RTK projects and services.

- Raise the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public.
- Oversee educational and outreach initiatives with the public and those setting conservation policy.

### **Fiscal and Operations Management**

- Ensure that RTK is fiscally sound and be accountable to its Board of Directors, funders and regulatory entities.
- Together with the RTK Board of Directors, ensure management and leadership of RTK in a manner consistent with Land Trust Alliance Standards and Practices.
- Coordinate accounting practices with the Kansas Livestock Association accounting staff in the preparation and presentation of financial reports and annual budget.

### **External Relations**

- Develop and sustain a collaborative relationship with the Kansas Livestock Association staff, officers and volunteer leaders.
- Grow and maintain positive working relationships with landowners, tenants, state and federal conservation agencies, private conservation organizations and donors.

### **Public Policy**

- Represent RTK at appropriate functions to establish and maintain contacts with key individuals in both the public and private sectors.
- Work for strong communication with and ensure the representation of RTK's concerns to county, state and national policy-makers, task forces, advisory committees, planners and funding entities when appropriate.
- Foster professional relationships with individuals and organizations that value land preservation in the state.

### **Land Conservation**

- Oversee the stewardship and monitoring of RTK conservation easements.
- Assist in identifying lands in need of conservation, identify potential conservation projects, and negotiate or supervise the completion of conservation easement transactions.

### **Board Development and Program Planning**

- Support the Board of Directors' desire for a diverse leadership team and engage volunteer leaders in critical thinking, strategic planning, resource/financial development, and overall organizational wellness.
- Coordinate a consensus of the Board of Directors for organizational goals and objectives.

### **Human Resource Management**

- Recruit, manage, inspire, motivate, support, and empower a well-functioning staff.
- Prepare for the anticipated growth of the organization: develop and implement appropriate human resource policies and procedures, including training,

professional development, succession planning, and performance management for staff.

- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

### **QUALIFICATIONS & REQUIRMENTS**

- Undergraduate degree, preferably in agriculture, natural sciences, business administration or a related field.
- Evidence of proven fundraising ability and non-profit leadership.
- Demonstrated ability to interact and communicate effectively with a wide range of people, especially donors, farmers, ranchers and staff of governmental agencies and universities.
- 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 a conservation project and organizational initiative.
- Ability and willingness to travel within the state and nationally. Occasional overnight travel will be required.
- Capacity to work outdoors in remote locations as well as in an office environment, often sitting for long periods of time.

### **SALARY & BENEFITS**

This is a full-time, salaried position. Compensation will be 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](mailto:samantha@kla.org).

For more information about Ranchland Trust of Kansas, please visit [www.ranchlandtrustofkansas.org](http://www.ranchlandtrustofkansas.org) or call (785) 273-5115.

Ranchland Trust of Kansas is an equal opportunity employer.