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www.athenslandtrust.org

Job Description of Executive Director

Athens Land Trust (ALT) is an innovative and adaptive community and conservation land trust in Georgia. Founded in 1994, our mission is to improve quality of life for all by preserving, protecting, and strengthening the fabric of the community through education and the stewardship of land for purposes of affordable housing, conservation, agriculture, and economic development. We respond to community-identified needs and build individual and collective power among historically marginalized people.

The Executive Director is responsible for administering ALT's programs, policies, and goals, and works with the Board of Directors (the Board) to establish these. Responsibilities include program development and implementation, administration and financial management, fundraising and membership development, supervision of staff and volunteer efforts, community outreach and education, and collaboration with the Board. The Executive Director is responsible for the day-to-day management of ALT and is under direct supervision of the Board.

Specific duties are as follows:

- Oversees a team of 20 employees and manages a budget in excess of \$3 million.
- Manages the ALT Affordable Housing Program, including oversight of Community Development Block Grant (CDBG) and HOME funds and associated projects.
- Supervises the ALT Land Conservation Program to ensure strategic alignment with organizational goals.
- Strategically secures funding through proficient grant-writing, direct solicitation of donations, housing development initiatives, and execution of special events.
- Provides leadership in human resources management, including recruitment, termination, and regular performance evaluations of staff members.

- Reports to and maintains transparent communication with the Board regarding organizational strategies, financial status, and programmatic outcomes.
- Cultivates strategic partnerships and fosters collaborative relationships with external stakeholders to advance ALT's mission and enhance its community presence.
- Innovates and evaluates new housing initiatives, conducting thorough feasibility assessments for proposed projects.
- Oversees ALT's public relations efforts, including content development for newsletters, website management, and other promotional activities.
- Ensures compliance with the regulatory obligations of 501(c)(3) tax-exempt status, maintaining accurate records and filings.
- Represents ALT at community forums, government events and strategic engagements to promote organizational interests and broaden community support.
- Formulate and execute a long-term strategic plan for the organization.

Qualifications:

The ideal Executive Director reflects a combination of leadership, management, technical expertise, and a deep commitment to the organization's mission of preserving and stewarding land for future generations. Specific qualifications include:

- Bachelor's degree in a relevant field such as environmental science, natural resource management, nonprofit management, public administration, business administration, or a related discipline required; Master's degree preferred.
- Significant experience (5-10 years or more) in leadership roles within nonprofit organizations, ideally including experience in conservation, land management, housing and community development, or related fields.
- Proven success in managing complex programs, fundraising, financial management, and strategic planning.
- Experience in advocacy, public policy, and community engagement.
- Experience with land acquisition, stewardship, and conservation easements is a plus.
- Experience with youth and/or workforce development is a plus.

Skills and Knowledge:

- Strong leadership and management skills, including experience in supervising and motivating staff, managing budgets, and overseeing diverse programs.
- Excellent communication skills, both written and verbal, with the ability to effectively engage with stakeholders including Board members, staff, donors, government agencies, elected officials and the public.
- Strategic thinking and planning skills, with the ability to develop and implement long-term organizational goals and initiatives.
- Financial management skills, including organizational budgeting, financial analysis, and

- fundraising strategies.
- Knowledge of nonprofit governance, compliance, and legal requirements, including tax-exempt status (501(c)(3)) regulations.
- Experience in working with diverse communities and fostering inclusivity and equity within the organization's operations and programs.

Compensation: Commensurate with experience, with a range of \$120,000 - \$130,000 annually.

Find more information about Athens Land Trust at: <https://athenslandtrust.org/about/>

Interested candidates should email their resume and cover letter to Vanna Cure at (vanna@athenslandtrust.org)

Athens Land Trust Non-discrimination statement

Athens Land Trust is committed to equal employment opportunity. Athens Land Trust does not discriminate against individuals on the basis of race, color, sex, religious creed, marital status, age, national origin or ancestry, physical disability, mental disability, medical condition, veteran status, military service, sexual orientation, gender identity, gender expression or any other basis protected by federal or state law. Athens Land Trust will ensure that all laws prohibiting discrimination are fully implemented in all our working relationships.

Athens Land Trust Statement on Inclusion

At Athens Land Trust a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. Athens Land Trust believes that the wide array of perspectives resulting from diversity and inclusion allows our organization to be more effective and is committed to creating that diversity from the board through the staff.