The Chehalis River Basin Land Trust is seeking a part-time (30 hours/week) Director of Program Services to expand its funding, membership, and community outreach. The location of this position is Centralia, WA, with daytime trips within the Chehalis River Basin. Salary will depend on qualifications and will range from $27,000 to $32,000 and also a health care stipend. CRBLT offers a two-week vacation, with pro-rated hours, and will pay a mileage reimbursement for job-related travel.

**About Chehalis River Basin Land Trust**

The Chehalis River Basin Land Trust (CRBLT) is a 20-year-old land trust working solely within the Chehalis River Basin. Its mission is “to conserve, protect and restore ecologically significant lands within the Chehalis River Basin.” CRBLT has conserved lands within Grays Harbor, Lewis, and Thurston counties through fee simple acquisition (1353 acres) and conservation easements (945 acres). It has also conducted restoration activities, most notably along the Chehalis River on the City of Centralia’s farm. Up until this time, CRBLT’s Staff and Board of Directors have consisted solely of volunteers from the community.

**RESPONSIBILITIES**

**DEVELOPMENT**

*Develop program for and cultivate major donors.*
Research grants and other funding opportunities for CRBLT projects and operations.
Apply for and manage grants.
Help develop strategies for future projects, including opportunities for leveraging CRBLT funds.

**MEMBERSHIP**

Oversee membership data with Membership Volunteer.
Develop list and information on CRBLT friends, groups, and organizations.
Increase membership base.
Help identify candidates for committee heads and other volunteer positions.

**OUTREACH and COMMUNICATION**

Develop outreach and presentation materials for use with the public.
Cultivate relationships with and make presentations to local organizations and groups to further local awareness of CRBLT and its mission.
Represent CRBLT at local events.
Organize fund-raising (friend-raising) events.
ADMINISTRATION
Prepare materials for board and committee meetings.
Assist Treasurer with financial recordkeeping, annual reports and so forth.
Represent CRBLT at meetings and on committees important to its mission.

VOLUNTEERS
Develop and coordinate a volunteer corps.
Recruit and train volunteers and be available for assistance.
Supervise volunteer work parties.
Coordinate stewardship activities.

QUALIFICATIONS
- A passion for conservation.
- Good organizational skills, detail-oriented, able to manage multiple tasks at the same time.
- Good people skills, able to relate to others in an effective manner.
- Ability to work as a team member and with minimal supervision.
- Excellent verbal and written skills.
- Work experience relating to nonprofit management.
- Experience with grant writing and fundraising.
- Current computer skills.
- Familiarity with land conservation issues and needs in the Chehalis River Basin.

Please send letter of interest, resume, and three references to

chehalislandtrust@yahoo.com

Deadline 5 p.m. Friday, July 1, 2016

If you have any questions, please email us