



## **Spartanburg Area Conservancy Executive Director Description**

Position Title: Executive Director

Reports to: Board of Directors

Immediate Supervisor: Board President

Updated: 12/28/2019

SPACE is seeking an Executive Director to lead the organization into the next chapter beginning with the execution of the organization's 30th Anniversary in 2020. This presents a unique opportunity for SPACE to bring awareness of its importance in the community and raise critical funds for the future sustainability of the organization.

### **MISSION**

The mission of SPACE is to promote, protect, and preserve natural resources and open space in the Spartanburg community. SPACE sustains itself through volunteerism, fundraising efforts, responsible stewardship, and sustainable management of resources.

### **ABOUT SPACE**

Spartanburg Area Conservancy (SPACE) is a 501 c(3) nonprofit organization based in Spartanburg, SC, focused on land conservation, parks management, and environmental outreach. SPACE is known in the community for our system of public **preserves**, most notably the **Cottonwood Trail**, where we work to provide free public access to green spaces. We work with private landowners and partner agencies to conserve land through voluntary conservation easements and currently protect over 5,000 acres of land in our community.

### **NATIONAL ACCREDITATION**

SPACE is proud to be accredited through the Land Trust Alliance's National Accreditation Program. This is a rigorous accreditation program representing only 420 of the nation's estimated 2,400 land trusts and conservancies. The **Land Trust Alliance's** mission is to save the places people love by strengthening land conservation across America. They have worked for more than 25 years with the national conservation community - comprised of 1.5 million dedicated land conservation professionals, volunteers and supporters - to quickly, effectively and permanently save our most valued natural resource across America.



## **CONSERVATION EASEMENTS**

SPACE currently holds permanent **conservation easements** on over 4,000 acres across the Spartanburg region. Though this land is not open to the public, it is providing public benefit through water quality protection, air quality protection, habitat preservation, and scenic benefits. Conservation easements can be an important estate planning tool and help preserve the rural, agrarian character of the Spartanburg community.

## **POSITION SUMMARY**

Working with and reporting to the general supervision of the Board of Directors and President of the Board, the Executive Director provides leadership for the staff, has a primary responsibility for ensuring financial sustainability of the organization, and guides the vision, mission, values, position, and strategic goals of The Spartanburg Area Conservancy.

The ED serves as the public face of the organization and works with partners and communities to collaboratively advance the organization's mission. Building and sustaining strong relationships with City officials, area non-profits, landowners, SPACE supporters, the SC Land Trust, the Land Trust Alliance, and other stakeholders is essential for communicating excellence of brand on a local, regional, and national level.

The ED actively leads and participates in fundraising activities with a special emphasis on fund development from major donors, foundations and the business community. The ED actively leads local conservation efforts including ongoing stewardship and maintenance of the [Edwin P Griffin Preserve](#) (Cottonwood Trail), [Glendale Shoals](#), [Cleveland Preserve Farm](#) and more. The ED leads land trust and easement acquisitions, stewardship activities and restoration efforts in SPACE's footprint. Land Trust accreditation standards are used by the ED as an additional guide in all SPACE leadership and management activities.

The Executive Director has a direct line of communication to the Board of Directors as well as committees of the Board of Directors, including, Executive Committee, Land Committee, Land Stewardship Committee, 30th Anniversary Committee, and others. Staff hired to support the Executive Director shall report to the Executive Director.



## **Duties of the Executive Director**

1. Pursue mission of SPACE
2. Communicate with Board of Directors regarding implementing policies and priorities, taking initiative to involve Board or other advisors when outside expertise is needed in the operational activities of SPACE
3. Lead staff
4. Manage various contractors who assist with land maintenance, marketing, etc.
5. Manage all SPACE properties in the Cleveland Farm Property and communication with current farmers
6. Build relationships with donors, community members, community organizations.
7. Manage finances
8. Manage easement monitoring
9. Strategically pursue new conservation opportunities
10. Research and Prepare grants
11. Assure compliance with applicable state and federal laws
12. Maintain all accreditations, including the Land Trust Alliance

## **Qualifications**

1. Excellent ability to cultivate positive relationships in community with supporters and other community organizations
2. A Bachelor's degree from an accredited college or university is required; a Master's degree is desired
3. Conservation experience preferred but not required
4. Executive level achievement in the fields of conservation, environmental education, advocacy, policy, law and/or related fields is preferred but not required
5. Nonprofit management experience is preferred
6. Easement monitoring experience preferred
7. Grant writing experience preferred

To apply, please submit a current resume and letter of introduction to [info@spartanburgconservation.org](mailto:info@spartanburgconservation.org)

For more information about SPACE, visit <https://www.spartanburgconservation.org>