



430 Helix Rd.  
Greenwood,  
South Carolina  
29646



CONSERVATION EXCELLENCE

## Associate Director Upper Savannah Land Trust

### Position Description

Upper Savannah Land Trust (USLT) seeks an Associate Director to expand its capacity and leadership in land conservation. With over 56,000 acres protected in the western Piedmont of South Carolina, USLT has a solid record of land protection, stewardship, and member and board engagement, and is well known for honoring the conservation value of working farms and forests. Land trusts connect people to nature in a tangible way, and USLT has earned a strong reputation for bringing diverse groups of people together to achieve that connection. USLT's \$1 million land conservation fund is testament to strong community support and a commitment to financial sustainability. Accredited since 2018, USLT successfully renewed its status with the Land Trust Accreditation Commission in 2023.

### Position Summary:

Reporting to the Executive Director (ED), the Associate Director will have both internal and external responsibilities, with the ability to assist or step into many of the ED's current roles as appropriate, such as:

- 1) program leadership (implementation of key strategic plan elements);
- 2) land protection (landowner cultivation, easement development, and stewardship); and
- 3) development and communications (donor cultivation and outreach, grants, and events).

The Associate Director will partner closely with the Executive Director and Board to develop and manage the growth of the Upper Savannah Land Trust and its strategic response to an ever-increasing demand for the organization's services. Specific duties will be tailored to take maximum advantage of individual skill sets and to complement those of existing staff and Board.

### Duties and Responsibilities:

#### 1. Program Leadership

- a. Advise and assist in structuring workflow and leading teams (staff, board, and committees) to deliver outstanding work products, consistent with accreditation standards, in a timely manner.
- b. Advance our thinking around specific topics and emerging practice, including technology.
- c. Share responsibility for informing, reporting, and communicating with Board, and membership.
- d. Share responsibility to represent USLT in conferences, professional associations, and other public venues.

## **2. Land Trust Operations**

### **a. Land Protection and Stewardship**

- As directed by the Executive Director, participate or take responsibility for landowner dialogue, field reconnaissance, preliminary easement drafting, baseline development, and document development associated with conservation easements.
- Assist the Board's Monitoring Committee and Volunteers in aligning monitoring schedule, techniques, and reporting with annual easement monitoring requirements and expectations for accreditation.

### **b. Organizational Support**

- Support/assist ED and Board in budgeting and financial matters.
- Help to identify best practices and improve internal systems with an emphasis on accreditation standards, future needs, and budget realities.
- Inform and support the selection and adoption of technology solutions for information storage and querying, document development/management, and field operations.
- Inform and support strategies for internal and external messaging around land protection progress, key accomplishments, events, fundraising, and public policy matters.

### **c. Development Support**

- Assist the Executive Director and Board in developing and implementing fundraising and engagement strategies appropriate for USLT membership, supporters, and other donors.
- Assist the Executive Director and Financial Specialist tracking and managing donor engagement and acknowledgements.
- Assist the Executive Director and Board with planning and implementation of fundraising and/or outreach/education events.
- Assist in the identification, application, and management of public and private grants consistent with USLT's mission.

## **3. Additional Essential Duties**

Despite its steady growth, Upper Savannah Land Trust remains a small, grassroots organization. As such, this position may require flexibility to assume additional duties as directed by the Executive Director to retain and advance the viability of the organization.

## Desired Qualifications:

### EXPERIENCE:

- Three or more years in a support or mid-level position at an accredited land trust (preferred), or other public, private or nonprofit organization with similar duties and responsibilities.
- Deep experience in *at least one* of the three Land Trust operational areas outlined above: Land Protection/Stewardship, Organizational Support, or Development Support, with some experience or familiarity with the other two.

### TECHNICAL:

- Some familiarity and experience with the natural resources of the southeastern U.S., whether in a scientific, educational, land management, or conservation role.
- Some familiarity and experience with software applications common to most professional workplaces, e.g. Microsoft Office. Database and/or GIS experience is a plus, but not essential.

### INTERPERSONAL:

- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds.
- Outstanding communication and interpersonal skills. Proven ability to work with efficiency, flexibility, and good humor.
- Ability to exercise tact and diplomacy in organizational settings.

### WORK ETHIC

- Self-starter, self-disciplined person with spark, imagination, and creativity.
- Success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Proven ability to remain focused in the face of pressure, delivering against timelines, and not intimidated by tasks or time limitations.

### MOTIVATIONAL

- Passionate about the mission and impact of USLT.
- Comfort level with trade-offs between ecological protection and sustainable management of natural resources on working lands.

**To Apply:**

Applications will be reviewed as received until February 29, 2024, or until position is filled. Please send a cover letter, résumé, and answers to the following questions. No more than 200 words per question.

1. Why does conserving our land, our water, and a rural way of life in the Piedmont region of South Carolina matter to you?
2. What experience do you have in managing a complex organization or projects?
3. What experience do you have working with landowners and/or land trusts?

**Email complete application in Word or PDF format to:**

[wade.c.harrison@gmail.com](mailto:wade.c.harrison@gmail.com) with subject line “USLT Associate Director Search”

**OR, send hardcopy materials to:**

**USLT Associate Director Search  
430 Helix Drive  
Greenwood, SC 29646**

**Salary and Benefits:**

We offer a competitive salary that is consistent with Land Trust Alliance practices, insurance stipend, travel reimbursement, training opportunities, 15 days of paid holiday and vacation time. The salary range for this position is \$45-60,000 per year for 40 hours per week, depending on qualifications.

**Upper Savannah Land Trust** is 501(c)3 charitable organization, founded in 2000, with a Board of 22-24 members, and a membership of approximately 300 supporters, landowners, and donors. USLT’s mission is to encourage and pursue the conservation of natural, historic, and scenic lands—farms, forests, waterways, and open spaces in the western Piedmont of South Carolina. Our service area includes the counties of Abbeville, Anderson, Edgefield, Greenwood, Laurens, Newberry, McCormick, and Saluda. Our work extends beyond that area for projects of strategic importance, and/or to support regional or statewide partnerships. USLT is an equal opportunity employer.