



Big Sur Land Trust is hiring a new
Director of Community Programs

(Posted June 2024)

Join Big Sur Land Trust (BSLT) as our Director of Community Programs, where you will play a key role helping to co-create and sustain the next evolution of our youth outdoor and community programs. BSLT connects people to nature through immersive experiences on the land with youth camps, and learning opportunities through internships and service learning, while providing access and inspiration through our hiking program and meaningful volunteer opportunities. The Director of Community Programs is responsible for program design and administration, while supporting fundraising and strengthening community partnerships. Join our outstanding team dedicated to nurturing talent and fostering a supportive, diverse work environment to achieve Big Sur Land Trust’s mission:

Big Sur Land Trust is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

Job Detail

Job Title: Location: Status: FTE: Reports to: EEO:	Director of Community Programs Monterey Office Full time and Exempt 100% Chief Executive Officer (CEO) The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics
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Job Duties

General Description	The Director of Community Programs is responsible for developing, implementing, managing, and evaluating programs that engage people on BSLT lands through unique outdoor experiences, partnerships, volunteer management and service learning. This is an excellent opportunity for an experienced professional who is passionate about community-centered land conservation and possesses excellent administrative, organization, relationship, and communication skills.
Examples of Primary Duties:	<p>Youth Outdoors Program Development, Co-creation, Management and Evaluation</p> <ul style="list-style-type: none"> • Lead efforts to help reimagine and implement outdoor programs. • Work with staff to develop and implement strategies that meet program goals for engaging youth on the land. • Oversee program administration and budget and work with the Development Team to support program grant development, tracking, and reporting. • Develop and evaluate success metrics based on annual program outcomes. • Manage a small team and ensure that they have the support they need to do their jobs. <p>Hikes, Events on the Land, and Community Engagement</p> <ul style="list-style-type: none"> • Oversee the self-guided hike program, administration, and communication. • Support guided hikes and tour administration. • Identify, prioritize, and support local community events that create greater engagement opportunities, while furthering the mission of BSLT. • Support donor events as needed. <p>Community Partnerships</p> <ul style="list-style-type: none"> • Support partnerships with community groups, tribes, local agencies, and academic partners to help meet community program objectives.

	<p>Volunteer Program and Service Learners</p> <ul style="list-style-type: none"> • Work with key staff to identify volunteer and service-learning opportunities. • Work with directors and program staff to help support volunteer activities and events.
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Accountabilities

	<p>The Director of Community Programs is accountable for delivering the following results:</p> <ul style="list-style-type: none"> • Evaluation of current programs and direction • Provide leadership and strategies for program sustainability • Provide program oversight, administration, and help raise program funding • Manage, support, and mentor community program staff • Work collaboratively across the organization as part of the leadership team • Adhere to BSLT’s values and Guiding Principles
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Qualifications

Knowledge and Skills	<p>The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:</p> <ul style="list-style-type: none"> • Proven ability in program direction and management with experience in the creation and successful execution of programs. <ul style="list-style-type: none"> • Minimum of 5 years’ experience in program development, leadership, and staff or volunteer management. • Experience and skills in building coalitions and partnerships with cross-sector community organizations. • Highly organized, creative, self-motivated, and team and solution oriented. • Possess excellent writing skills with experience in grant writing and management. • Flexible schedule to support programs/events that sometimes take place on weekends or evenings. • Comfortable with a suite of software tools. • Experience working in the communities of the Salinas Valley and Monterey Peninsula. • Excellent communication and public speaking skills. • Excellent facilitator and community role model. • Experience in fundraising and grants management. • Experience in the conservation or environmental sector desired. • Excellent communications in Spanish desired.
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Physical/ Mental Work Demands:	<ul style="list-style-type: none"> • Flexible schedule to support programs occasionally working long days, evenings, or weekends • Ability to spend hours listening and talking; working on the computer and phone; driving to appointments and events. • Valid driver’s license and a clean driving record with the ability to successfully complete the health screening required to transport passengers in mountainous terrain. • Ability to hike 3 miles on rough and varied terrain • Ability to occasionally lift 40lbs
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Compensation & Benefits: The annual salary range is **\$105-\$115K**, depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b); and paid holiday, vacation, and sick leave.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start.
3. Please E-mail the completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org