

FEATHER RIVER



LAND TRUST

## Job Announcement: Operations Director

Feather River Land Trust is seeking qualified applicants who are interested in working in the following fields:

Non-profits Administration	Accounting	Budgeting
Team Building	Human Resources Management	Office Administration

### Feather River Land Trust

Feather River Land Trust (FRLT) conserves the magnificent lands and waters of the Feather River region that are globally unique and a source of fresh water for more than 20 million Californians. Founded in 2000 by local residents, FRLT conserves lands most vulnerable to development and degradation—montane meadows and unique wetlands—thus protecting our valuable water resources, biodiversity, and cultural heritage. This little known area of northeastern California, larger than Yellowstone National Park, is important to all people who care about: clean and plentiful water, large natural open spaces where people, plants and wildlife thrive, and children experiencing nature. In the last 18 years, together with members, partners, and local communities, FRLT has successfully conserved 47,240 acres of private lands that support outstanding biodiversity, waterways, recreation, working ranches, and spectacular scenery. We have also developed a nationally recognized and replicable outdoor education program for children.

### What is a land trust?

Land trusts are nonprofit organizations working in local communities to conserve natural areas, parks, farmlands, wildlife corridors and open space for the public's benefit. These protected lands enhance the local economy, provide educational opportunities, and improve environmental and public health.

### Important dates:

Deadline to apply: Open until filled

In-person interviews: Week of October 29th, 2018

Applicants Selected and Notified: November 19th, 2018

**Work Location and Schedule:** 75 Court Street, Quincy, California; Monday through Friday.

**How to Apply:** Please contact Aubrey Pickerell, Operations & Land Protection Program Associate at [apickerell@frlt.org](mailto:apickerell@frlt.org) to request a full Job Description. Send your resume and a cover letter expressing your interest in the position via email or by mail to: FRLT, Attn: Aubrey Pickerell, PO Box 1826, Quincy, CA 95971, preferably by the close of business on September 28<sup>th</sup>, 2018, position remains open until filled.

**Job Description:** The Operations Director is responsible for human resource management, accounting, budgeting, policy development and office administration. The Operations Director supervises administrative staff assigned to record-keeping and accounts payable/receivables. This is a full-time, salaried position with a pay range of \$55,000 – \$65,000 per year commensurate with experience and based upon comparable salaries within the field for the position. Cost-of-living salary increases will be given contingent upon adequate FRLT financial capacity. Health benefits and paid time off are provided following successful completion of a 90-day probationary period. A complete Job Description is available upon request.

**Desired qualities:** Applicants should be passionate about land conservation, well organized, detail oriented and comfortable working in an office setting. Previous experience with non-profit and business administration is preferred but not mandatory.