



## Position Description

**Job Title:** Community Conservation Manager/R Park Director

**Reports to:** Director of Development and Communications

**Supervises:** Seasonal Employees

**Status:** Full Time – At Will

**Classification:** Salaried Exempt

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**Job Summary:** The Community Conservation Manager will engage new constituencies in land conservation by educating the public about the many social benefits of land conservation, by creating programming that connects them to protected public-access properties and by designing events that demonstrate how land conservation can address diverse community needs. This position will be responsible for working with the Director of Development and Communication to establish and maintain an annual membership fundraising program specific to the Community Conservation Program, identifying grant funding opportunities, and executing a communications and outreach plan for the program.

This position also serves as the Director of R Park. In this capacity, in collaboration with colleagues the R Park Director will organize, execute, and oversee the integration of RLC/R Park into a program of the Land Trust.

The position will be responsible for securing the funds necessary to operate R Park, donor and partner outreach and stewardship, and establishing and maintaining an annual membership fundraising program as guided by that of the Community Conservation Program. The Park Director will oversee and be involved with R Park event design and management, as well as the supervision of volunteer staff and also be aware of and may coordinate day-to-day activities of the park.

### **Duties and Responsibilities:**

#### **Community Conservation Manager**

1. Work with the President and the Director of Development and Communications to establish, manage, and engage a Board-level Community Conservation Committee as well as a community-led Advisory Board for community conservation properties. Work with the committee and advisory board to garner their support for communication, participation, and fundraising goals of the park.

2. Identify and target community groups through strategic outreach to understand their challenges and goals and how conservation can help them achieve a higher quality of life. Design and implement an annual programming plan for community conservation properties specific to the needs of the community. Develop benchmarks and measurements for community engagement.
3. Act as a liaison between community conservation partners including Teton County Parks and Recreation, Community Pathways, Friends of Pathways, the Town of Jackson, etc.; providing staff support for programming, events, and special projects on community conservation properties.
4. Work with Development and Communications staff to plan, design, develop and implement an annual communication, marketing and promotion strategy for the Community Conservation Program, incorporating R Park. This includes but is not limited to: seasonal promotions, awareness campaign, social media campaigns, fundraising materials, newsletters, web information, advertisements, events, familiarization tours, and presentations.
5. Work with the President, Director of Conservation and Stewardship staff to form, create and program community conservation projects. Be involved with design and to provide insights regarding ongoing maintenance and logistics for community conservation project management.

#### **Director of R Park**

6. In conjunction with the Director of Development and Communications, develop, launch, and manage aspects of the R Park Friends Group (along with other membership opportunities as they arise) including:
  - a. Maintain regular outreach and communications, especially with members.
  - b. Develop and implement strategies for activation and retention of existing members and recruitment and cultivation of new members, including the creation of new member benefits and regular solicitation of member feedback.
  - c. Engage members in annual events and programming for community conservation properties.
7. Through collaboration organize, execute, and oversee the integration of RLC into the Jackson Hole Land Trust including educating current Land Trust staff on the mission, purpose, and long-term strategy of R Park. Ensure continuity for RLC in community relations and events.
8. Be responsible for R Park-related happenings, including overseeing and contributing to event design and management, as well as the supervision of volunteer staff. And, be familiar with the general operations and maintenance of the Rendezvous Park.

9. Staff liaison to R Park Advisory Board and help staff and create a Community Conservation Committee of the JHLT Board.

### **Other Duties**

1. Represent the Jackson Hole Land Trust's Community Conservation Program within the community and other groups.
2. Administer policies and priorities as adopted by the JHLT board.
3. Be available on occasions for work outside the normal work day and work week.
4. Research issues and prepare reports, correspondence as needed.
5. Perform special projects and assignments as required.

### **Education, Experience, Training**

1. A bachelors degree in business, marketing, or related field.
2. Equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential duties of the job.
3. A minimum of 6 years' experience in fundraising, public relations, marketing, or a related field.
4. Prior experience prospecting, cultivating, and soliciting gifts.
5. Excellent writing, oral, and interpersonal skills.
6. Experience working with volunteer leadership including Board of Directors.

### **Knowledge, Abilities, Skills**

Knowledge of:

1. Basic record-keeping practices and procedures.
2. Basic budget development and administration.
3. Computer applications related to work.
4. Safety principles and practices.

Ability to:

1. Create, plan, implement and manage a wide-range of programs relative to the job requirements.
2. Develop and implement goals, objectives, policies, procedures
3. Work independently and exercise mature professional judgement.
4. Prepare professional reports, correspondence and other materials

Skills to:

1. Use independent judgement within established policies and guidelines.

2. Deal successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
3. Prioritize and manage work assignments.

### **Other Requirements**

#### Work Environment:

1. Work is performed primarily in an office environment but occasionally may require work outdoors in a park environment in all seasons and in all weather conditions.

#### Physical Requirements:

1. Sitting, walking, standing, kneeling.
2. Ability to lift, carry, push, pull weight up to 30 lbs
3. Ability to use an automobile, telephone, computer and similar office/business equipment and some light landscaping tools and equipment common to park maintenance.

#### Other Requirements:

1. Maintain a valid Wyoming driver's license in good standing.