



Deputy Director | Position Announcement



# ABOUT SAGEBRUSH STEPPE LAND TRUST

Our mission at the Sagebrush Steppe Land Trust (SSLT) is to protect, connect, and enhance wildlife habitat, working lands, and community spaces in Southeast Idaho, now and for future generations. Collaborating with landowners in Southeast Idaho, we serve the public, farmers, ranchers, and others who care about conserving private land. We create tailored agreements, known as conservation easements, protecting land while keeping it in private ownership. We are a growing non-profit organization, who values commitment to conservation, relationships with our communities and a healthy environment as we move into the future.



[Learn More About SSLT](#)

## SSLT VISION

We envision southeast Idaho as a place where people from all walks of life can connect with, support, and appreciate the spectacular landscapes of our region; a landscape with healthy people, waters and wildlife; a region of farms and ranches that work in partnership with surrounding wildlife goals and community heritage; a quality of life that allows our small towns and cities to balance development and economic opportunities with a lasting foundation of lands and waters, for both public recreation and private ownership, which give our region its unique identity and sense of place.

## POSITION SUMMARY

As the Deputy Director, you will play a crucial role in supporting our organizational growth and success as a leader in regional land conservation. Reporting to the Executive Director for Sagebrush Steppe Land Trust, you will manage all internal organizational functions, including personnel, field and staff operations, and administration. This position will partner closely with the Board of Directors and the Executive Director to define and drive strategic direction and planning.



# CORE RESPONSIBILITIES

## ORGANIZATIONAL LEADERSHIP

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- Ensures that the Sagebrush Steppe Land Trust successfully implements strategic and annual work planning.
- Oversees conservation support programs, with emphasis on community engagement to build financial support for the organization, including programmatic work on preserves and programs that build landowner support for land stewardship.
- Guides operational functions of SSLT.
- Serves as acting Executive Director during Executive Director's absence.

## OPERATIONS

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- Provides oversight of financial processes and risk management, working closely with the Office Manager on all aspects of operations, marketing, budget, and technical support.
- Provides organizational support for achieving short- and long-range goals for operations, financial performance, and growth.

## FUNDRAISING & DEVELOPMENT

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- Supports and partners with the Executive Director in major external fundraising.
- In partnership with Office Manager, develops grassroots fundraising program to increase membership support.
- Develops annual grant writing program, including identifying grant timelines, tracking progress of funded grants, and overseeing and coordinating grant administration.

## BOARD & COMMITTEE COLLABORATION

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- Works collaboratively with Board President, Board Members, and Executive Director.
- Serves as staff Co-lead with Executive Director for Board meetings and Development Committee.
- Participates on the Bear River Watershed Joint Oversight Committee.
- Actively engages and participates with the Governance Committee.

## ORGANIZATIONAL CULTURE & STAFF WELL-BEING

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- Leads the organization in championing core values that align with its mission and vision.
- Develops and implements effective communications that amplify organizational culture and values.
- Oversees the design and management of competitive benefit and compensation structure to ensure offerings align with industry standards and support employee well-being.
- Cultivates a culture of continuous growth and development.
- Designs and implements professional development initiatives to enhance skills and knowledge while providing motivation and reward for excellence.

## PERSONNEL

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- Mentors, leads, manages, and inspires field and administrative staff.
- Works with the Executive Director and Board President on staff recruitment.
- Develops and oversees all Human Resources functions.





# PREFERRED EXPERIENCE & QUALIFICATIONS

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- Track record of success in both staff and team leadership and development.
- Demonstrated ability to track project budgets and independently initiate, structure, negotiate, manage, and close complex projects.
- Experience developing and managing grants and grant reporting.
- Demonstrated ability to identify efficiencies and problem solve.
- Ability to align HR strategies with overall organizational goals.
- Knowledge of natural resources, geography of the landscape, and the economy and people of Southeastern Idaho.
- Project or program management experience with land trusts, other nonprofits, institutions, or businesses, including management of staff.
- Proficiency in Microsoft Suite and Donor Perfect, or other donor software.
- Excellent oral and written communications skills, including confidence and skill in public speaking.

Candidates should have a demonstrated ability to work both independently and as part of a team, manage complex projects, build relationships with diverse partners and stakeholders, and develop creative solutions to overcome potential barriers. In addition to the preferred qualifications listed above, candidates should demonstrate specific experience or the ability and willingness to develop the knowledge, skills, and abilities in the position within a short period of time.

## OFFICE CULTURE

The Deputy Director is an important part of the Land Trust team and will actively engage in building an organizational culture of integrity, trust, respect, strong collaboration and teamwork, personal and professional growth, outstanding service, diversity, equity, and inclusiveness.

## WORKING CONDITIONS

Work will be based out of the Land Trust's office in Pocatello, ID. Dependability, and regular attendance, whether in the office or remotely, is mandatory. Periodic travel required as is a valid driver's license. A shared vehicle may be available for work-related travel.

## COMPENSATION AND BENEFITS

The starting salary for this position is \$66,000-\$72,000, commensurate with qualifications and experience. Paid vacation and holidays; matching retirement contribution; paid medical leave; health care stipend; and sabbatical opportunity after 5 years as indicated in Sagebrush Steppe Land Trust's Personnel Policy, available upon request.

## TO APPLY

Sagebrush Steppe Land Trust has retained the services of ThinkingAhead Executive Search. Please send your resume and statement of interest to Chris Spagnola at [cspagnola@thinkingahead.com](mailto:cspagnola@thinkingahead.com).

*Sagebrush Steppe Land Trust (SSLT) is a private, nonprofit 501(c)3 conservation organization incorporated in 2004 and is a qualified organization within the meaning of section 170 (b)(3) of the IRS Code. Sagebrush Steppe Land Trust is accredited through the Land Trust Accreditation Commission and serves the 7 counties of Southeastern Idaho: Bannock, Bingham, Power, Oneida, Bear Lake, Caribou and Franklin. To learn more, please visit: [www.sagebrushlandtrust.org](http://www.sagebrushlandtrust.org).*

*Sagebrush Steppe Land Trust is an equal opportunity employer and supports a culture of professional excellence through adaptive leadership, best management practices, diverse representation, equitable policies and procedures, and inclusive approaches to conservation. All qualified applicants are welcome and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, or disability. If reasonable accommodation is needed to participate in the job application or interview process, or to perform essential job functions, please contact SSLT Office (208.240.6045).*