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## Upper Salinas-Las Tablas Resource Conservation District

5905 Capistrano Ave., Suite F, Atascadero, CA 93422 | 805.460.7272 | [www.us-ltrcd.org](http://www.us-ltrcd.org)

**Position:** Executive Director

**Location:** Atascadero, California

**Organization:** Upper Salinas – Las Tablas Resource Conservation District

**Salary Range:** \$120,000-\$150,000 (commensurate with experience)

### About USLTRCD:

The Upper Salinas – Las Tablas Resource Conservation District is a mission-driven organization dedicated to provide technical assistance and resources for natural resource management. With over 70 years of impactful work, we strive to network, educate, and implement programs and projects that assist our local community. Our team is passionate, collaborative, and committed to making a difference.

### Position Overview:

The Executive Director (ED) serves as the chief executive officer, providing strategic leadership and overseeing all aspects of the organization's operations, programs, and fundraising efforts. Reporting to the Board of Directors, the ED is responsible for advancing the mission, ensuring financial sustainability, and fostering a culture of collaboration and innovation.

### Key Responsibilities:

#### 1. Strategic Leadership:

- Develop and execute a visionary strategic plan aligned with the organization's mission.
- Serve as the primary advocate and spokesperson, representing the organization to stakeholders, donors, and the broader community.

#### 2. Fundraising and Resource Development:

- Lead diverse fundraising efforts, including grant writing, major donor cultivation, and corporate partnerships.
- Build and maintain relationships with funders, ensuring the organization meets or exceeds revenue goals.

#### 3. Operational Management:

- Oversee day-to-day operations, including programs, staff, and budgets.
- Ensure compliance with legal, financial, and ethical standards.
- Foster a positive, inclusive, and high-performing work environment.

#### 4. Board Engagement:

- Collaborate closely with the Board of Directors, providing updates and strategic recommendations.
- Assist in board development, recruitment, and governance.

### Qualifications:

- Proven leadership experience, preferably in the nonprofit sector.
- Strong track record of fundraising success, including securing major gifts and grants.



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- Financial management expertise, including budgeting and reporting.
- Exceptional communication and interpersonal skills.
- Demonstrated commitment to community resilience, networking, and building partnerships across diverse stakeholders
- Bachelor's degree required; advanced degree preferred.

### **Why Join Us?**

At USLTRCD, you'll have the opportunity to lead a passionate team, make a tangible impact, and shape the future of San Luis Obispo County. We value innovation, diversity, and collaboration.

### **Application Process:**

To apply, please submit your resume, a cover letter detailing your alignment with our mission, and three professional references to [admin@us-ltrcd.org](mailto:admin@us-ltrcd.org). Applications will be reviewed on a rolling basis.

USLTRCD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.