



## **Native Prairies Association of Texas Seeking Executive Director**

**Our Mission and People:** [Native Prairies Association of Texas \(NPAT\)](#) is a non-profit 501(c)(3) accredited land trust dedicated to the conservation, restoration, and appreciation of native prairies, savannas, and other grasslands in Texas. We are committed to the highest standard of integrity in our land protection practices in accordance with the Land Trust Accreditation Commission (LTAC) standards. NPAT currently holds 18 conservation easements totaling 3,660 acres and manages nine fee simple properties totaling 2,110 acres primarily in central, north central, and northeast Texas, and a prairie learning center in south Houston. NPAT has local chapters of passionate prairie-lovers in Houston, Dallas-Fort Worth, the Fayette Prairie region and central Texas.

**The Opportunity:** NPAT is ready to grow our capacity to reach a higher level of prairie protection, restoration, and community engagement. The new Executive Director will have the opportunity to guide the next phase of NPAT's growth and strategic direction while fulfilling our current commitments and program goals. This is an opportunity to have a meaningful impact on the preservation of a highly endangered ecosystem and preserve a piece of the natural and cultural heritage of Texas.

**Job Title:** Executive Director, Native Prairies Association of Texas

**Position Summary:** The NPAT Executive Director works collaboratively with, and under the oversight of, the President and members of the Board of Directors. Primary duties include administration and staff supervision, development and external relations, and planning/directing all programs that enable NPAT to achieve and grow our prairie conservation mission. The successful candidate will demonstrate a strong personal interest in, and conviction to, the conservation of land and natural resources and is committed to the use of a strategic, effective, and an outcome-focused approach to achieving conservation goals. In addition, the successful candidate will have strong communication skills with all types of stakeholders, including landowners, conservation partners, major donors and public audiences. The successful candidate will be a strong, visionary champion of the organization.

### **Primary Responsibilities:**

#### *Conservation Mission and Staff Leadership:*

- Lead efforts to permanently protect prairies and grasslands through conservation easements and land acquisition. Develop relationships with landowners interested in working with a land trust on land protection.
- Work with staff, contractors, and volunteers to ensure exemplary habitat restoration and management practices are implemented on NPAT's owned properties.
- Develop/supervise/manage a highly motivated and effective team working towards prairie conservation goals. Hire staff and contractors, establish clear patterns of authority, develop work plans, evaluate, and ensure proper training and supervision of all staff.

#### *Development, Administration, Organizational Stewardship:*

- Work with staff and Board in implementing development strategies and initiatives to drive and grow organizational financial success. Ensure that donor and corporate gifts, public and private grants, membership, and other revenue meet or exceed the annual operating budget and program funding goals. Identify, build, and maintain relationships with donors and grantors.
- Work with staff and Board to conduct necessary business and administrative functions, including preparation of monthly financial reports, budgets, and cash-flow estimates; development of policies and the NPAT strategic plan; and management of investments.
- Oversee annual monitoring and reporting on conservation easements. Maintain relationships with landowners on easement properties.
- Ensure that all work follows NPAT policies and Land Trust Alliance (LTA) standards and practices; Maintain LTAC accreditation status and oversee renewal process.

#### *External Relations:*

- Work with staff, board, and NPAT Chapters to develop communication strategies and build capacity to coordinate, engage, and activate our members and network to achieve mission goals.
- Direct regular Chapter and member communications (e.g. newsletter, presentations, events) and implement effective public engagement initiatives to attract more target audiences, such as private landowners, to our prairie conservation mission.
- Build and maintain effective partnerships and relationships with conservation organizations, stakeholders, industry, local governments, media, and related agencies.

#### *Board Support/Coordination:*

- Communicates necessary information in a timely and organized fashion to the Board President through regular meetings and communication outside of structured board meetings.
- Provides support for the Board by coordinating meeting times and informing meeting agendas, providing the board with appropriate operational, financial, and program reports, and participating in Board meetings as requested.
- Work with the Board of directors to recruit, train, retain, and fully utilize quality board members, committee members, and volunteers as needed.

#### **Qualifications:**

- Bachelor or graduate degree in natural resources, environmental science, non-profit management, public policy, agriculture, or related field.
- At least 5 years of professional leadership experience is required. Director-level experience with a land trust, conservation non-profit, or related entity preferred.
- Minimum of 2 years supervisory experience; Experience developing work plans and conducting employee evaluations; Ability to cultivate a cohesive and motivational work environment.

- Excellent oral, written, presentation, and interpersonal communications skills; Ability to speak effectively in public and serve as a spokesperson and champion for NPAT and interact well with a socially and politically diverse group of volunteers and stakeholders.
- Knowledge of, and strong track record in, implementing non-profit fundraising.
- Demonstrated experience with grant coordination, acquiring government grants, and foundational and corporate support preferred.
- Experience in nonprofit administration and management; making informed financial decisions, preparation of financial reports, budgets; development of policies and strategic plans.
- Familiarity with land protection and stewardship methods, tools, and practices. Experience with negotiating conservation easements and acquisitions, and understanding ownership responsibilities highly desirable. Self-directed willingness to learn is essential.
- A familiarity with Land Trust Alliance Standards and Practices preferred.
- Inspirational leadership style, conservation results-oriented, highly self-motivated with the ability to motivate others.
- Ability to build effective partnerships, facilitate meetings, and negotiate/facilitate consensus.
- Proficient with standard computer applications, including word processing, data storage and manipulation, development of engaging visual presentations, and communications platforms.
- Knowledge of grassland ecology, experience with native grassland restoration, knowledge of native plants and other prairie wildlife a plus.

**Working Conditions:**

Duties are performed in the office and the field. Travel is required to various locations across the state. Evening and weekend work is occasionally required.

**Compensation:** Salary range based on qualifications and experience: \$100,000 - \$120,000

**Benefits:** Health Insurance + Paid Time Off and Holidays

**Location options:** Remote work from Texas and/or at the NPAT office in Manchaca, TX (south Austin). Statewide travel expected throughout the year for special events, meetings, property visits, etc.

**Closing Date:** Applications will be accepted through November 10, 2023.

Please submit a cover letter, resume, and contact information for at least three professional references to [Erin\\_Hatchett@texasprairie.org](mailto:Erin_Hatchett@texasprairie.org).

Native Prairies Association of Texas is an Equal Opportunity Employer.

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