



## Job Announcement

**Job Title:** Interim Executive Director

**Reports To:** Board of Directors

**FLSA Status:** Exempt

**Hours:** Flexible, 25-35 hours/week, some nights and weekends may be required

**Salary Range:** Negotiable, based on qualifications and needs, approximately equivalent to an annual salary of \$90,000 for FTE

**Location:** Remote, but preferably living in Minnesota or nearby

**Length of Position:** 6-9 months, will evaluate at 6 months

**Mission:** The Land Stewardship Project (LSP) is a 501c3, member-led, grassroots people's organization based in the Upper Midwest that is grounded in its membership and mission. We seek to do work that ensures that the health of the land is enhanced, small- and mid-sized farms thrive, rural and urban communities are prosperous, and true democracy flourishes for everyone. The Land Stewardship Action Fund (LSAF) is a 501c4 that serves the mission, values and vision of LSP and acts to support LSP's program and policy agenda through civic engagement and electoral organizing.

**Job Summary:** The Land Stewardship Project/Land Stewardship Action Fund is seeking an experienced interim executive director to help lead the organization through an ongoing period of transition. The organization has been in a transition of leadership and organizational structure for more than a year, and a skilled interim executive director is needed to help stabilize and objectively assess the needs of the organization as LSP staff continue our important program and policy work. During the tenure of this interim position, LSP will explore and determine a sustainable permanent leadership structure, and make hires for long term leadership. This position will work directly with the Boards of Directors of LSP and LSAF, as well as the Staff Management Team. They will also work with staff at all levels and outside facilitators as needed.

### Essential Functions:

#### Organizational Assessment and Internal Communication

- Maintain open, transparent lines of communication between staff and boards.

- Conduct a deep dive assessment of the organization's strengths and areas in need of improvement. Assess and implement ways to create positive redundancy amongst staff roles.
- Work with an external facilitator to hold space for staff-board discussions centered on staff leadership structure, decision-making strategies, and member organizing.

#### Staff Management and Development

- Directly supervise and support the Staff Management Team, ensuring work is aligned with overall plans and priorities and is accountable to members' [Long Range Plan for LSP](#).
- Ensure that all open staff positions are filled; recommend to the Board of Directors any additional staffing needs that are identified and need to be filled.
- Advise staff and board on the development of a process to put in place new permanent leadership.
- Develop and implement processes to strengthen staff communication and collaboration, including between departments and across LSP and LSAF.
- Facilitate points of disagreement respectfully.

#### Fundraising, Budget and Planning

- Deliver an annual organizational budget for Board approval.
- Facilitate and support the development of annual departmental plans tied to budget priorities and [LSPs Long Range Plan](#)
- Support the build-out of LSP's Advancement Department, including membership, data and communications staffing and infrastructure.

#### Accountability to Membership

- Ensure strong and consistent communication between LSP and its members, including regular print, electronic, and digital communications.
- Ensure that LSP members are at the center of all aspects of our work, particularly those members in rural areas.

**Supervisory Responsibilities:** Management Team made up of Department Directors, currently a team of 7.

**Reporting Responsibilities:** Board of Land Stewardship Project, made up of 12 Directors & Board of Land Stewardship Action Fund, made up of 5 members. (3 individuals are members of both Boards.)

**Necessary Skills/Education/Experience:**

- Deep experience serving as an interim executive director.
- An excellent manager of staff with demonstrated ability to successfully support and coach staff and build effective, collaborative teams, including working in environments that center racial and gender equity.
- Proven ability to conduct a thorough organizational assessment with clear recommendations, utilizing active listening, seeking out voices that are not always heard, and facilitating broad organizational discussions.
- Demonstrated experience working with 501c3/c4 and membership-based organizational structures, and is able to work on/support multiple issue campaigns and programs.
- A strong grasp of the philanthropic landscape, a track record of fundraising success, and a demonstrated ability to support others in their fundraising work.
- Ability and willingness to bring new ideas to the fore, balanced with a demonstrated ability to be flexible and adjust to the way things are done.
- A good planner with a strong track record of writing and implementing clear work plans (individual, departmental) that reflect clear priorities tied to organizational goals/mission
- Can receive feedback well and is able to incorporate it into managerial decisions.

**Work Environment:** We prioritize our shared values and your strength in successful supervision and management over your ability to work in our office(s). We have always had staff working remotely across the state, as well as in our offices in the Minnesota communities of Lewiston, Minneapolis, and Montevideo. Individuals based in areas outside these communities are welcome to apply. You will engage with other staff and members regularly throughout the workday. This is currently a remote work position, so your work environment is up to you, but having a dedicated workspace and maintaining working hours that overlap with our office hours (M-F 9-5) is required, so that you can effectively collaborate with other team members. We expect the time necessary to complete this work to be less than full-time over the course of 6 months, but value your flexibility and availability to put in the time necessary. We will provide you with the support and technology that will be necessary to complete your job duties.

**Physical Demands:** This is a computer/office work-based role which requires extended periods of stationary positions such as sitting or standing. This job also requires

communication with the public, members, and other staff frequently — verbally, as well as via video conferencing and in written form.

**How to Apply:** Please submit one pdf containing a cover letter, resume, and 3 references to Amelia Shoptaugh, HR & Operations Director at [jobs@landstewardshipproject.org](mailto:jobs@landstewardshipproject.org). Include the position title in the subject line. Please submit your application by April 20<sup>th</sup>, 2021.