

## **DEPUTY DIRECTOR JOB ANNOUNCEMENT**

### **Full-Time, Salaried Position with Benefits**

Shirley Heinze Land Trust (SHLT) is an inclusive organization that is committed to preserving and restoring natural lands and waters in northwestern Indiana. It is connecting individuals and communities to nature and building understanding and support for conservation by providing public access, engagement programming, and volunteer opportunities to people of all ages. The organization has permanently preserved nearly 3,000 acres in a 6-county geography and upholds the highest standards for stewarding these preserved lands. SHLT is headquartered in Valparaiso Indiana with a staff of 11, board of 19, Advisory Council of 61, and operating budget of \$1 M+.

#### **Position goal and overview:**

SHLT is seeking an energetic, self-motivated, and skilled team leader who thrives in a dynamic work environment. This new position will work closely with the Board and Executive Director to provide leadership, vision, and strategic thinking to fulfill strategic plan priorities. The Deputy Director will be directly responsible for overseeing internal operations and working with the Executive Director to advance the strategic objectives of the organization. This position will be responsible for engagement and volunteer programs, communications, financial management, maintaining key operations policies and procedures, managing staff, grant administration, human resources, and assisting with fundraising development. The Deputy Director reports to the Executive Director.

#### **Programmatic and Management Responsibilities:**

- Manage internal operations, and oversee reports from staff
- Directly supervise operation, program, volunteer, and communication staff
- Oversee and advance engagement programs including outreach events such as presentations, hikes, and field trips in collaboration with the Programs Coordinator
- Oversee and strengthen the volunteer program in collaboration with the Volunteer Coordinator
- Plan and execute marketing strategies in collaboration with the Communication Coordinator
- Administer the development of promotional materials, including letters, press releases, social media, and email updates

- Actively participate in Program, Finance, Marketing, and Fundraising Committees to integrate strategic goals into every aspect of the organization, and to keep committees apprised of progress toward strategic plan and fundraising goals
- Oversee the development and tracking of annual workplans and strategic plan metrics

**Fundraising Responsibilities:**

- Engage and establish relationships with existing and new donors, volunteers, committee members, corporations, and foundations in collaboration with the Executive Director
- Manage a portfolio of donors, foundations, and corporations
- Oversee the development and production of annual appeals and donor communications in collaboration with the Fundraising Committee, Executive Director, and Operations Manager
- Assist with annual and capital campaigns, grant funding, corporate and foundation support, special events, and planned giving program to achieve fundraising goals in partnership with the Fundraising Committee, Board, Executive Director, and staff
- Assist with donor cultivation through special hikes and events

**Finance, Risk Management, and Human Resources Responsibilities:**

- Provide oversight and review of program performance, financial reporting requirements, and maintain tracking and reporting systems for project-specific grants and funding (both government and foundation) to ensure compliance with all contractual requirements
- Oversee grant administration, financial systems and ensure adequate accounting controls
- Manage human resources including staff hiring and new hire orientation for all staff
- Complete performance evaluations for operations, program, communications, and volunteer staff
- Maintain policies, procedures, guidelines, and accreditation requirements
- Ensure the organization complies with all legal and regulatory requirements
- Ensure trust, respect, and transparency at all levels of the organization
- Bring a strong commitment to diversity, equity, and inclusion

**Qualifications**

- Experience in supervising and managing staff, excellent team-building skills and an ability to maintain top notch working relationships with employees, donors, volunteers, and grantors
- Experience with managing institutional growth and change
- Experience in the financial aspects of business and/or nonprofit operations

- Detailed knowledge of Human Resources procedures including hiring and termination practices, compensation, employee relations, and training
- Experience with developing educational programs and grant management a plus
- Ability to think and plan strategically
- Willingness to work independently and efficiently in a fast-paced, results-oriented environment
- Excellent communication skills (written and oral)
- Ability to create and work in a positive work environment and good sense of humor
- A minimum of five to ten years of professional experience
- Database management and GIS experience a plus
- BS / BA degree, advanced degree a plus
- Ability to work evenings, weekends, and travel as needed
- Must pass a criminal background check
- Must have a valid Driver's License

**Compensation:** The salary range for the position is \$60,000 - \$80,000. Benefits include health insurance, a Simple IRA plan, and paid vacation and sick time.

**To apply:** Please direct inquiries and applications, including resume, letter of interest, and references to:

Kristopher Krouse, Executive Director 219-242-8558  
Shirley Heinze Land Trust, 109 West 700 North, Valparaiso, IN 46385  
[kkrouse@heinzetrust.org](mailto:kkrouse@heinzetrust.org)

Electronic submission is encouraged. Visit [www.heinzetrust.org](http://www.heinzetrust.org) to learn more about the organization.