



Director of Community Engagement Position Description

Who we are and what we do:

Desert Foothills Land Trust (DFLT or Land Trust) is a 501(c)3, non-profit land trust accredited by the Land Trust Alliance. The Land Trust has been successfully preserving and stewarding desert lands in the Foothills area of the Phoenix Valley for over 30 years, culminating in a portfolio of 1,100+ acres across 29 properties. Our mission is to connect people to nature by working with communities and partners to conserve and steward sensitive lands and species for the survival of our fragile Sonoran Desert.

Position Description:

The Director of Community Engagement creates, implements, and evaluates the communications and programs for volunteers and community engagement. The Director of Community Engagement collaborates with other staff to communicate key achievements and success stories, develop programs to elevate the Land Trust's visibility within the community, and help build capacity for the organization. The Director of Community Engagement will work closely with the President & CEO and the Chief Development Officer to bring awareness, interest, engagement, and action.

Primary Duties:

The Director of Community Engagement develops, manages, and advances DFLT's programs and local outreach efforts to support our conservation work through engagement with volunteers and community partners. This position reports to the President & CEO and is responsible for growing and managing DFLT's communications & programs through compelling and inspiring storytelling to mobilize the next generation of stewards and conservationists.

Community Engagement

- Develop and manage programs to engage with stakeholders in our communities
- Develop new programs with partners and businesses in the community
- Work with staff to secure sponsorship and financial support for public engagement programs

Volunteer Management

- Lead and manage the volunteer program and create regular and active opportunities to support the organization's mission
- Build upon and improve current volunteer programs across the organization
- Maintain records of volunteer program including an active list of volunteers and their interests, as well as track all activities and any associated costs
- Communicate opportunities to volunteers and coordinate their involvement in projects
- Provide training opportunities such as volunteer orientation, as well as specific training for project needs
- Develop creative programs and approaches to attract new volunteers

Marketing/Promotion

- Maintain and update the Land Trust's website
- Coordinate with staff to create and implement a production schedule for social media campaigns
- Manage and promote current programs and activities on all media outlets (print and electronic)

- Collaborate with staff to create content for quarterly e-newsletters

Required Skills:

- Well-developed written and oral communication
- Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong relationships with supporters, volunteers, and staff
- Ability to interact with a diverse audience
- Solid time management and ability to meet deadlines with accuracy
- Ability to work in a team atmosphere
- Exercise solid independent judgment, discretion and decision-making
- Ability to maintain confidentiality and professional work standards and ethics
- Ability to work effectively in results-oriented organization with either specific instruction or little supervision.
- Ability to perform work in an office setting as well as outdoor locations where there may be infrequent exposure to disagreeable elements typical of Arizona's desert.

Qualifications:

- Passion for and an understanding of the environment, land conservation, and public outdoor recreation
- Bachelor's degree and two years of related communications experience OR five or more years of demonstrated success in non-profit communications, marketing, and outreach
- Computer literacy with programs and software including but not limited to Microsoft Office Suite, Canva, Constant Contact, and all social media platforms
- Must be able to occasionally move up to 20 pounds, traverse uneven ground up to 3 miles, and work outdoors in exposed conditions
- This position must possess and maintain a current, valid driver's license

Compensation & Benefits:

- Salary \$50,000 - \$60,000 per year, depending on qualifications
- Health Insurance
- Retirement Plan
- Vacation & Personal Days
- Flexibility in workplace arrangements
- Paid professional development

The Director of Community Engagement is a full time, exempt, salaried position, supervised by the Desert Foothills Land Trust President & CEO, and based at DFLT's Carefree, Arizona office. The Director of Community Engagement supervises no staff, but will manage volunteers, interns, and/or contract help. Some night and weekend work is required. Travel throughout the Valley is needed at times for projects and events.

To Apply:

Interested, qualified applications should send a cover letter and resume to Vicki Preston, President & CEO at vpreston@dfilt.org. Please list your last name and Director of Community Engagement as the email's subject line (i.e. last name – Director of Community Engagement).

Desert Foothills Land Trust provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.