



# Owl Creek Conservancy

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[www.owlcreekconservancy.org](http://www.owlcreekconservancy.org)

## OCC Executive Director

The Executive Director works under the direction of the Board to implement the mission of the Conservancy. The Executive Director shall be an *ex officio* member of the Board without vote. The Executive Director may not be present during discussion of any policy that might affect his/her compensation. The following and such other activities as the Board may assign comprise the responsibilities of the Executive Director.

### Administration

1. Collaborate with the Finance Committee and Treasurer to develop an annual budget
2. Interact at the direction of the Board with legal counsel
3. Provide monthly reports to Board, including information on properties, baseline reports, nascent CEs, collaborations, etc.
4. Manage permanent files of CEs, monitoring reports, Annual Reports, 990 filings with the IRS, etc.
5. Seek and maintain accreditation through the Land Trust Alliance
6. Develop and coordinate public educational events, such as presentations about CEs, seminars for attorneys/CPAs and other professionals, etc.
7. Represent OCC at meetings such as COLT, District 17 NRAC, Knox County Chamber of Commerce, etc.
8. Collaborate with the Board in the development of policies, e.g., a policy on holding fee simple interests in land
9. Coordinate collaborations with other conservation organizations such as:
  - a. Philander Chase Corporation,
  - b. Knox County Park District,
  - c. Knox Soil and Water Conservation District,
  - d. Brown Family Environmental Center,
  - e. Kokosing State Scenic River Advisory Council, and
  - f. Committees of the KCRPC
10. Coordinate the printing of brochures, annual reports, fund raising materials, etc.
11. Organize Annual Meeting
12. Coordinate all aspects of the Annual Report

### Conservation Easements

1. Meet with landowners singly or in groups about CEs
2. Develop CEs for specific properties, including interacting with legal counsel as necessary and obtaining baseline documentations, appraisals, title searches, surveys, etc. as may be needed
3. Coordinate the posting and monitoring of land covered by CEs; follow up on violations of the terms of CEs
4. Report results of monitoring to the Board, including resolution of violations, whether major or minor
5. Oversee fee simple interests in land

### Staffing and Development of Personnel

1. Oversee activities of staff
2. Oversee website and social media for an effective ongoing media presence
3. Coordinate activities of Trustees and other volunteers to accomplish monitoring and other ongoing activities
4. Engage in ongoing personal development through educational opportunities offered by the Land Trust Alliance, TerraFirma and other organizations related to the land trust movement

**Fundraising and Membership**

1. Coordinate all fund-raising activities, including accessing external funding for the conservation of land, membership drives, sale of OCC cards, etc.
2. Apprise the Board of opportunities for external funding
3. Assure compliance with the requirements of external funding
4. Collect names of potential members; make contacts, presentations, etc. to encourage memberships
5. Organize annual membership drive and re-contact current/former members
6. Organize perks of membership such as “Explore the Nature of Knox County”
7. Coordinate activities that contribute to fundraising and membership.

**Qualifications:**

1. Ten years of experience with a land trust and land conservation, including enforcement of conservation easements and fundraising;
2. Resident of Knox or surrounding counties (area of service for Owl Creek Conservancy) and familiar with the local cultures in that area;
3. Ability to collaborate productively with varied groups;
4. Dedication to the Mission of Owl Creek Conservancy, with commitment to implementing the Land Trust Alliance’s Standards and Practices and working within Owl Creek Conservancy’s Policies and Procedures (Board Manual).

**Mission Statement**

The Owl Creek Conservancy is a private nonprofit organization of volunteers dedicated to conserving natural and agricultural lands in the Knox County Area through widespread private action. We work with landowners for the public good to maintain and to improve the quality of life now and in the future by conserving farmlands, stream corridors, aquifer- and watershed-protection areas, wildlife habitats, woodlands, scenic vistas, and ecologically sensitive areas of environmental, historic, and community importance.