

## SUPERSTITION AREA LAND TRUST (SALT)

### ANTICIPATES HIRING A PART-TIME EXECUTIVE DIRECTOR

Superstition Area Land Trust (SALT) is a 501 (c)(3) non-profit, all volunteer organization focused on conserving the natural Sonoran Desert open spaces surrounding the Superstition Wilderness Area. SALT's website is [azsalt.org](http://azsalt.org).

SALT Board of Directors anticipates hiring a part-time Executive Director soon. SALT is seeking an individual to work with SALT's all volunteer Board of Directors to provide director services. Duties would include, but not be limited to: setting meetings; reporting directly to the Board of Directors; developing and maintaining positive working relationships with Board, volunteers, the public, local, county, state, and federal agencies; ability to develop and successfully administer programs including fundraising, membership drives, grant applications, and grant administration; oversee volunteer programs; be open to new ideas and suggestions; understand non-profit regulations and requirements including budgeting, financial reporting, and finances.

SALT Board desires the following skills in an applicant:

- Understanding land conservation programs.
- Experience in writing and administering grants.
- Knowledge of Superstition Foothills and issues surrounding area a plus.
- Multi-disciplined, ability to organize, follow procedures and policies, and provide strategic planning.
- Experience working with boards, governments, and the public.
- At least 5 years' experience in administrative management positions.
- Practical experience and knowledge of principles and practices of public administration, budgeting practices, setting meetings and agendas.
- Ability to develop and maintain positive working relationships.
- Self-starter.