

**Latah Trail Foundation is seeking a dynamic, flexible and creative Executive Director.** Latah Trail Foundation is a publicly supported 501(c)(3) organization that provides support to Latah County in maintaining and extending the Latah Trail, a County- owned linear park. Latah Trail Foundation is governed and managed by a volunteer board of directors and is seeking to hire a part-time Executive Director to lead the organization and manage its day-to-day operations.

The job requires communication with and coordination between Latah County elected officials, Latah County Parks Department and the LTF Board. The Executive Director is also responsible for continual interaction with donors, volunteers and other organizations on behalf of the Latah Trail, organizing fundraisers and pursuing addition fundraising opportunities. Strong communications skills essential. The Executive Director reports directly to the Latah Trail Foundation Board of Directors.

Job Type: Part-time (10-15 hours/week) Hours are flexible and may include some evenings and weekends. Salary: DOE Email resume and cover letter in PDF format to Board President Margaret Dibble: m-dibble@hotmail.com

Qualifications:

- Strong written/oral/electronic communication skills and public speaking ability.
- Strong organizational skills including record keeping, planning, delegating, and task facilitation.
- Ability to convey LTF vision to public, volunteers, and donors.
- Knowledge of fundraising strategies and donor relations.
- Ability to collaborate with and motivate board members and volunteers.
- Ability to prioritize and meet deadlines.
- Experience with identifying, writing and submitting grant proposals.
- Experience with maintaining databases and social media platforms.

Job Duties:

- Engage with the LTF Board: draft agenda for monthly Board meeting, attend and report at LTF Board meetings.
- Grant management: identify, write, and administer relevant grant proposals.
- Donor relations: identify, solicit, process, and recognize LTF donor contributions.
- Communication: maintain email and phone contact for LTF.
- Organize and manage volunteers.
- Manage database, website and social media platforms.
- Fundraisers: organize bi-annual dinner/auction and additional events.
- Financial Management: work with Treasurer to maintain financial accounts.
- Develop press releases, newsletters and articles promoting the good work of LTF and the positive aspects of the Latah Trail.