

Final Draft job description, Feb 13, 2026

Louisiana Grazing Lands Conservation Initiative (Louisiana GLCI) is a 501(c)(3) nonprofit dedicated to promoting ecological and economical grazing management practices.

Louisiana GLCI seeks to hire a part time Executive director. This person will be the primary person to represent the organization to the public, build relationships with stakeholders, build financial sustainability, advocate for and execute the organization's mission and programs, and oversee all the organization's grants, fundraising, and a small staff of 2-3. The Executive Director will be the point person and primary lead for both private and governmental fund raising, grant management, budgeting, relationship building, and networking.

The Executive Director will communicate regularly and transparently with the board of directors and executive committee and will be overseen solely by the board of directors.

This position is a remote position that requires 25 hours per week, with up to 20% of that time spent in travel. This is a 2 year contract position, with plenty of opportunity for growth depending on funding. LGLCI covers travel at the current IRS rate, plus lodging and meals agreed upon by organizational travel policy.

In detail, this position will perform the following duties:

#### Fundraising, Outreach, and Advocacy (50% of duties)

- Advocate for the LGLCI mission through collaboration, outreach, awareness, and communication, building lasting relationships.
- Execute crucial diversified fund-raising activities, including federal and private grant procurement, sponsors, donors, and other funding sources.
- Identify and build relationships with potential board members, education providers, partners, and funders across the state and beyond.
- Network, collect ideas, and collaborate with other organizations, both statewide, national, and international
- Grant writing and grant management, and federal grant reporting, with the help of existing staff.

#### Administrative Duties (50% of job)

- Staff management: Lead, inspire, and collaborate with the existing staff of 2-3 part time remote workers with a positive work environment, with knowledge that

this team could grow with organizational growth. Manage payroll. Weekly staff meetings, regular contractor check-ins.

- Partners: Collaborate with partner organizations to broaden the reach of the organization's mission.
- Financial management: Manage the organization's finances, including short and long term budgeting, regular bookkeeping, financial reporting, grant reporting, payroll, and approval of expenditures under \$1000.
  - Note: Qualified subcontractors may be hired within budget to accomplish these goals, overseen by Executive Director
- Compliance and Legal duties: Ensure the organization complies with all relevant laws, regulations, and ethical standards. This includes federal grant reporting, and complying and assisting with internal and external audits.
- Board member relationships and orientation, board and committee meetings. Oversee prep and management of meeting logistics, attend meetings for staff input.
- Staff and contractor oversight:

The LGLCI Executive director may perform other duties as mutually agreed to perform.

Robust interpersonal skills are a must for this position. Organizational, business management and leadership abilities will provide needed tools for success. The ideal candidate will be collaborative and partnership-minded, with the ability to influence and inspire others. The executive director should possess vigorous written and verbal communication skills, be comfortable in large and small meeting situations and governmental affairs, and have a track record of partnerships and fundraising, with high financial integrity. This person will need to be self-led, goal and vision oriented, and show proven time management and completion skills. Previous experience with nonprofits, an interest in agriculture and/or conservation, and a passion for the mission of Louisiana GLCI will be considered. Louisiana residency and the ability and interest to grow with an expanding organization will be preferred.

Base salary for 25 hours per week is \$3000/mo.