



## **INTERIM PROGRAM COORDINATOR OPPORTUNITY**

The Martis Fund seeks a seasoned consultant to support the Board in maintaining its grantmaking programs and operations as we navigate a management transition. This opportunity is expected to require a commitment of about 15 – 20 hours per week. It is open immediately and is expected to last six to nine months.

### **OVERVIEW**

The Martis Fund was created in 2006 by conservationists and landowners committed to the long-term future of Martis Valley and greater Eastern Placer County of North Lake Tahoe & Truckee. The Fund's primary role is managing and making grants of funds collected from private community benefit fees in connection with real estate sales at Martis Camp. Since its inception we have awarded more than \$19 million in grants to our community.

The mission of The Martis Fund is *to conserve open space, manage and restore habitat and forest lands, and support workforce housing and related community purposes in the Martis Valley and greater Eastern Placer County Region.* For more information see [www.martisfund.org](http://www.martisfund.org).

### **MEMBER ORGANIZATIONS**

**DMB/Highlands Group, LLC**, comprised of two of the country's premier recreational-residential community developers, [DMB Pacific Ventures](#) and [Highlands Management Group](#), is responsible for the creation of Lahonton and [Martis Camp](#) in Martis Valley. The partnership is known for its combination of entrepreneurial spirit, environmental stewardship, world class resort communities and financial strength.

[Mountain Area Preservation](#) Founded in 1987, MAP is a member-powered environmental advocacy non-profit, based in Truckee. MAP engages key stakeholders, decision-makers, and the public on critical land use decisions affecting the environment and community. MAP strives to foster sound planning while implementing creative solutions to protect open space and the region's sensitive mountain landscape.

[Sierra Watch](#) provides strategic leadership to targeted conservation campaigns, securing lasting conservation of threatened Sierra landscapes and our favorite mountain places. Since 2000, the Nevada City-based organization has demonstrated unprecedented success in Martis Valley, on Donner Summit, and beyond.

### **POSITION DESCRIPTION**

The Martis Fund seeks a part-time Program Coordinator to serve as the primary coordinator for the organization. The position works closely with the organization's legal counsel and accountant and reports directly to the President and Vice President, and through them the

entire Board. The position is preferably based in the Truckee/Tahoe area. They will be retained on an independent contractor basis.

## **RESPONSIBILITIES**

### *Grants Coordination and Program Planning*

- Review letters of inquiry and grant proposals submitted for consideration within the three major fund programs: Conservation and Open Space, Habitat and Forest Restoration, and Workforce Housing
- Communicate with grant applicants and grantees; make site visits, as appropriate
- Prepare written summaries and analysis documents of grant applications to assist the board in evaluating and making awards
- Identify potential grantees to invite to give presentations to the full Board regarding their proposals
- Make presentations to the board regarding appropriate grant applications and other topics
- Ensure program monitoring process for grants and special projects; assure that all grant requirements are met, including progress and final reports

### *Community Relations/Communications*

- Direct the production of the annual Impact Report
- Represent the organization at community activities to enhance The Martis Fund's community profile
- Represent TMF at the Mountain Housing Council 2022 quarterly meetings and related committee meetings for workforce housing programs as needed.
- Work with the board, to develop and implement a community relations and communications plan to facilitate the following:
  - Communication with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
  - Establishment of good working relationships and collaborative arrangements with community groups, partners, community leaders, and other organizations to help achieve the goals of the organization
  - Management of the organization's public relations/community relations activities
  - Refinement of all aspects of communications—from web presence to external relations with the goal of enhancing the organization's community profile

### *Board of Directors Support and Organizational Management*

- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach
- Facilitate the board in following board roles and procedures for TMF
- Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.

- Foster effective teamwork between and among the board, , staff, and consultants
- Conduct official correspondence on behalf of the board and jointly with the board, as appropriate
- Support a strong board; serve as facilitator of each committee except the audit committee
- Provide support to the board by preparing, in coordination with the board president and staff, meeting agendas and supporting materials for quarterly and other special meetings
- Work with accountant and the board to prepare an annual comprehensive budget
- Approve grant and other expenditures within the authority delegated by the board.

#### *Strategic Facilitation*

- Support the Board in designing a strategic decision-making process to clarify the organization's future leadership needs
- Facilitate the collection of input from TMF's member organizations and the broader Tahoe/Truckee community
- Facilitate decision-making meetings by the TMF Board.

### **Qualifications**

#### **The ideal candidate will possess:**

- Seasoned experience in organizational administration, management, and leadership. Nonprofit experience preferred.
- Strong track record of consulting experience working with nonprofit organizations in planning and/or executive transitions
- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget
- Past success working in the non-profit sector with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and communications experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a good communicator with excellent interpersonal and multidisciplinary project skills
- An action-oriented, adaptable, and innovative approach to planning
- An ability to work effectively in collaboration with diverse groups of people

### **How to Apply**

To apply, please email cover letter and resume or cv to [hire@martisfund.org](mailto:hire@martisfund.org)