



## **The Land Trust for Tennessee**

Position: Senior Director of Operations, Full-Time  
Supervisor: President & CEO  
Location: Nashville, TN

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. LTTN seeks a skilled and dynamic leader to join our collaborative staff and highly regarded board in this full-time strategic position. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the nation’s premier conservation organizations.

### **The Opportunity**

The Senior Director of Operations is a key leadership role responsible for the implementation, oversight, and execution of LTTN’s policies and procedures, ensuring strategic planning alignment across departments, and efficient organizational administrative and sustainable financial management. This position will directly supervise the Finance & Operations Team, consisting of Director of HR & Organizational Culture, Director of Finance, Glen Leven Farm Steward, and Office Manager. This position requires an emotionally intelligent and innovative leader, a skilled people and project manager, and a financially-literate systems manager who is passionate about LTTN’s mission. This position is a member of LTTN’s Leadership Team.

### **Primary Responsibilities**

#### Organizational Strategic Leadership

- Leads multi-functional strategic planning initiatives and projects in developing and meeting organizational goals and strategies all while fostering a collaborative and supportive team culture.
- Monitors and identifies potential risks by performing routine risk management assessments and developing mitigation strategies to address risks proactively and ensure compliance with nonprofit operations.
- Leads the optimization of organizational workflows by overseeing the timeline of key projects and initiatives, tracking performance metrics (KPIs) to assess operational efficiency, and proactively identifying opportunities for improvement and potential roadblocks.
- Supports Director of HR and Organizational Culture in human resource functions in the areas of employee performance and relations, compensation and benefits strategies, talent acquisition, and organizational culture and compliance.
- Supports Director of Finance with systems, reporting, and compliance. Collaborates to align operational and financial goals, explore strategic investments and decisions, and promote financially responsible resource allocation and efficient cost controls in alignment with strategic planning and annual operational plans.

#### Daily Operations

- Guides and oversees administrative and reporting procedures, people systems, and information technology.
- Oversees vendor management and partner relationships for the organization.
- Supervises the Office Manager and Glen Leven Farm Steward in maintaining Glen Leven Farm property, house, and overall office, and in pursuing greater organizational efficiencies.
- Assists the Office Manager in supporting the Chattanooga staff’s needs, office maintenance, and vendor management.

- Manages relationship with IT vendor, keeps track of ongoing maintenance of assets and technology, and maintains log of Asset inventory, collaborating with HR on IT needs.
- Manages the overall security of the Glen Leven Farm property, including door locks, house alarm system and cameras, and gate functions and technology, as well as safety and security for all staff across organization.
- Develops & implements various policies and procedures, with support from the Leadership Team.

### **Desired Skills & Qualifications**

- Education and experience must include a Bachelor's degree in Business, Nonprofit Management, or a related field
- At least 10 years of organizational leadership, project and systems management experience, and at least 5 years in a nonprofit environment
- Must possess knowledge of nonprofit financial management and human resources management
- Demonstrated success in supervising and mentoring staff while managing complex operational goals and strategies
- Must be goal-driven, with the ability to make strategic decisions through analysis, experience, and sound judgment
- Must possess creative resourcefulness, problem solving skills, and the ability to achieve goals while operating within sustainable budget constraints
- Must be able to write and present reports and organizational policies
- Ability to balance leadership and management roles within a growing organization and is effective at change management
- Maintains a working knowledge of best practices and trends in conservation.
- Required proficiency in MS Office Suite and CRM experience, Salesforce preferred

### **Benefits**

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Monthly mileage reimbursement, and/or cost of rental car or use of company vehicle offered for work purposes.
- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- 403b retirement plan with a match of up to 5% after two years of employment.
- Extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please apply by sending your resume and cover letter by 4/30/2025 through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls please.**