

Leech Lake Area Watershed Foundation
JOB DESCRIPTION
EXECUTIVE DIRECTOR

Job Summary: The Executive Director will work with the Board of Directors to expand the organizational capacity as we engage in the process to become an Accredited Land Trust through the Land Trust Alliance. The Executive Director will have a passion for conservation, be an excellent manager of people and projects, work with integrity, inspire trust and be an articulate messenger for our Mission. The Executive Director is responsible for project management and oversight of the conservation projects and grants, leading the fundraising and development efforts and ensuring that we efficiently and effectively carry out our Mission and goals. The Executive Director works to create strong relationships with local, regional and state agencies as well as conservation partners in regional lake associations and community leaders. The Executive Director reports to the Board of Directors.

Key Responsibilities and Duties:

OUTREACH and DEVELOPMENT: Percentage of time: 50%

- Key communicator representing our mission, brand, and goals
- Leads the fundraising efforts for operational funds by developing an annual fundraising plan, building relationships with new and existing supporters for develop their engagement with and financial support for the organization, creating strong communication plans and tools.
- Oversees grant funding development by researching and identifying grant opportunities, building relationships with grantors and completing application processes and requirements.
- Executes and manages grant-funded programs, submits required reports and invoices.
- Identifies and leads collaboration with key conservation partner agencies and organizations
- Expands our outreach and exposure to lake associations, county government, membership and the public at large,
- Supports the Board of Directors in executing the Strategic Plan and all annual plans

CONSERVATION: Percentage of time: 25%

Works with the Conservation Committee and consultants to identify and secure land acquisitions

- Manages all contracted and volunteer services involved in land acquisition and land management
- Leads the effort for the Application for Accreditation to become an Accredited Land Trust and ensures all LTA Standards and Practices are followed

MANAGEMENT: Percentage of time: 25%

- Ensures that systems are in place for effective and professional financial management, fundraising management, and conservation management
- Oversees all accounting, personnel and banking processes and ensures all IRS, state and federal financial reports and audits are complete and submitted on time
- Ensures the Board and staff compliance with all internal LTA policies and procedures, grant deliverables and accounting, legal requirements, and financial standards
- Manages all staff and consultant contracts

Qualifications:

REQUIRED:

- Minimum of a Bachelor's Degree
- Background in conservation, natural resources, environmental policy or similar
- Minimum of 3-5 years of demonstrated experience in organizational leadership and management within the for or non-profit industries
- Previous experience and demonstrated success in fundraising, including individual and organizational giving and grants

- Financial management skills including budgeting, supervision of bookkeeping and accounting and maintaining sufficient internal controls.
- Demonstrated ability to think strategically, including planning, project development, implementation and assessment
- Demonstrated ability to communicate effectively and clearly, orally and in writing, including proven ability to effectively present concepts and proposals to others, either individually or to groups.
- Demonstrated ability to hire, train, lead, and manage staff in a manner that develops employees and volunteers and meets organization objectives
- Ability to work effectively and collaborate with others, including board members, volunteers, donors, community leaders, and grantor representatives

PREFERRED:

- CFRE or Nonprofit Management Degree

To Apply: Applicants are encouraged to submit their letter of interest, resume, and contact information as soon as possible to LLAWF, PO Box 124, Walker, MN 56484 OR info@leechlakewatershed.org

The Leech Lake Area Watershed Foundation is an Equal Opportunity Employer