



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**SUMMARY:** Glacial Lakes Conservancy, Inc. (GLC) is a non-profit land conservation organization based in Sheboygan, Wisconsin and is seeking a qualified person to serve as Executive Director. GLC was founded in 1996 with a mission to permanently preserve and protect land and water resources for future generations in a 5 county region including Sheboygan, Manitowoc, Fond du Lac, Calumet and Kewaunee Counties. GLC is committed to permanent land protection through stewardship of its preserves and easements and partners with private landowners, local governing bodies and other stakeholders to achieve this mission. Through conservation, education and outreach, the land trust is preserving the region's rich natural and rural heritage.

The Executive Director is a full-time exempt position reporting to the Board of Directors. The Executive Director supervises staff and volunteers and is responsible for the organization's consistent achievement of its mission and financial objectives.

### POSITION DESCRIPTION

The Executive Director of Glacial Lakes Conservancy will:

- Coordinate and oversee the operations of Glacial Lakes Conservancy, provide organizational leadership and financial management with the support of the Board of Directors.
- Raise funds, in cooperation with the Board of Directors and Fundraising Committee, from individuals, companies, foundations and government agencies.
- Focus operations on primary goals of accomplishing the mission and long-term sustainability of the land trust including oversight of the acquisition and support of easements and preserves.
- Direct the financial operations of the organization which includes working with the Finance Committee in preparing budgets, monitoring financial expenditures, and financial reporting to the Board of Directors.
- Maintain an organizational culture which attracts, retains, and motivates board members, staff and volunteers.
- Execute public relation functions and maintain a public presence for the organization.
- Pro-actively seek and initiate private and public collaborations and partnerships that are innovative and that strategically advance the land trust's mission and goals.
- Assist with organizing a strategic plan in conjunction with the Board of Directors.
- Ensure compliance with federal, state and local regulations, follow Board directed policies and pursue Land Trust Accreditation by establishing and maintaining nationally accepted Land Trust Standards and Practices.
- Provide leadership in the land trust community and maintain a working knowledge of developments in the land trust and nonprofit field.
- Perform all other duties typical of an executive director of a non-profit organization

## **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Demonstrated successful leadership of a nonprofit or business.
- Proven fundraising success with individuals, government agencies, foundations and corporations.
- Experience with financial management and budgeting.
- Management experience and an ability to work with the board, staff and volunteers
- Excellent writing, speaking and public relations skills.
- Experience interacting with a variety of constituencies: Board, staff, members, donors, volunteers, landowners, local and state officials, media, scientists, attorneys, real estate professionals and the public.
- Success in building, managing and maintaining complex projects and partnerships.
- Demonstrated passion for the environment.
- Proficient in grant writing and reporting.
- Bachelor's degree preferred with emphasis in a management or environmental discipline.

**SALARY AND BENEFITS:** Full time, with competitive salary and benefits based on experience and qualifications.

**LOCATION:** Office in Sheboygan, Wisconsin.

**START DATE:** Immediately.

**TO APPLY:** Submit resume, application letter and three references via email to [glaciallakesconservancy@gmail.com](mailto:glaciallakesconservancy@gmail.com) .

**APPLICATION CLOSE DATE:** within 3 weeks of posting or until position is filled.