

POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR

POSITION SUMMARY

The Executive Director is the chief administrator of the Wisconsin Land and Water Conservation Association (WLWCA) and is responsible to the WLWCA President and Board of Directors. This position is a full time position based on an average of 40 hours per week; time may vary depending on workload. The Executive Director is responsible for the management of the day-to-day affairs of the association, daily office operations and procedure, budget development, financial management, communication with County Board Land Conservation Committees and Departments, coordination of the WLWCA awards and education programs, policy analysis and liaison with conservation agencies, elected officials and other organizations. WLWCA has section 501(c)(3) nonprofit organization status from the United States Internal Revenue Service.

COMPENSATION

This is a salaried position with a range of \$50,000-\$70,000 in annual compensation plus negotiable benefits based on candidate's experience and knowledge.

DUTIES

- Prepare and administer the annual operating budget of the association. Responsible for monthly, quarterly and annual financial reports required by federal and state law.
- Direct the development of fund raising programs and grant proposals that may benefit the association or complement its activities.
- Conduct and supervise the daily operations of the association and purchase equipment and supplies.
- Perform other administrative duties assigned by the President and the Board of Directors.
- Prepare correspondence for the President or other officers of the association as required.
- Identify and evaluate issues facing the association and its members. Track issues through State Statute change or development, rule making, program guidelines and implementation.
- Develop and maintain good working relationships with members of Wisconsin's legislature, congressional delegation and their staff, county governments and their staff, state and federal agencies and other public and private organizations with related interests.
- Represent the association at public functions and inter-governmental meetings.
- Make recommendations to the Board of Directors for changes in organization or program responsibilities.
- Proficiently research and analyze issues and programs related to the functions and interest of the association and its member County Land Conservation Committees and Departments.
- Provide technical and program staff assistance or oversight to the association members, officers, directors, standing committees and area associations with respect to scheduling and coordinating meetings and developing agendas and other needs.
- Direct the association's regular communications to keep the members informed about association activities and related issues.
- Direct the administration of the conservation education and awards programs sponsored by the association.
- Direct the development of orientation training for newly elected Land Conservation Committee members.
- Direct the planning and coordination of the association's annual conference including: agenda development, speaker identification and confirmation, details with conference site, registration oversight, etc.
- Coordinate the development of annual work plans for the association and its standing committees.

QUALIFICATIONS

Bachelor's Degree, preferably in a field that relates to the responsibilities of this position.

- Excellent oral and written communication skills.
- Excellent organization and leadership skills.
- Ability to establish and maintain effective working relationships with County Land Conservation Committees and Departments, state and federal agency representatives, private businesses, and other organizations.
- Ability to select, manage and evaluate personnel.
- Knowledge of county organization, policies, procedure and laws governing county government, including public office ethics issues.
- Knowledge of the state legislative process and procedures.
- Knowledge of soil and water conservation issues and programs.
- Knowledge of budgeting, accounting and financial management.
- Proven experience in writing, receiving, and administering grants.
- Considerable knowledge of computer applications including, but not limited to, Microsoft, Intuit, and Adobe applications. Experience or willingness to acquire knowledge of the QuickBooks accounting system within the first year of employment is desired.
- Valid driver's license and good driving record; considerable state travel, sometimes in outdoor or agricultural settings is required.

ACCOUNTABILITY

The Executive Director shall work under the direction of the WLWCA President and the Board of Directors, and may exercise a wide latitude of individual initiatives in implementing the policies and procedures of the association. The Executive Director's performance will be evaluated annually.

PHYSICAL DEMANDS

There are no unusual physical demands placed on an incumbent in this position. An ability to sit and/or operate a computer for long periods of time is essential. Some office duties may require light lifting of 25# or less.

WORKING ENVIRONMENT

Work is primarily performed in a small office environment and sometimes the individual will be working alone, will need to answer phones, interact with walk-ins, collect mail, secure the building, or perform other office duties while colleagues are absent. Staff is expected to carpool, use public transportation, or use carsharing when able.

APPLICATION DIRECTIONS

To apply send a cover letter, resume and three professional references as a **singular PDF file** to applications@wlwca.org by Wednesday, February 15, 2012 at 4:30 PM.

Questions may be directed to applications@wlwca.org.