

Vacancy Announcement

Position: Executive Director-Headwaters Land Conservancy

Date of Posting: September 1, 2021

Location: Gaylord, Michigan

Supervisor: HeadWaters Land Conservancy Board of Directors

Classification: Full-time, exempt

Salary Range: \$80,000-\$120,000 commensurate with experience

Applications due: October 8, 2021

Organization Description: Headwaters Land Conservancy (HWLC) is a private nonprofit corporation that helps protect the natural diversity and beauty of northeast Michigan by preserving significant land and scenic areas and fostering appreciation and understanding of the environment. HWLC seeks opportunities for land acquisition, stewardship, and community engagement through creative and effective partnerships with private organizations, public agencies, businesses and the public. Founded in 1994, HWLC holds 90 conservation easements and owns 6 nature preserves, permanently protecting more than 12,000 acres of forest/wildlife habitat and open space and 37 miles of shoreline.

HWLC is a financially and administratively stable organization that seeks an Executive Director to lead, manage and grow a 3-person staff and work with an engaged 9-member Board of Directors.

SUMMARY OF POSITION: Under general oversight and direction from the Board of Directors, the Executive Director manages the affairs of HWLC and its day-to-day operations. The Executive Director plans, organizes and directs the work of the organization, including, but not limited to:

- Implementing the HWLC strategic plan
- Developing and overseeing the annual work plan and budget
- Identifying, developing, and securing funding for HWLC operations, including contributions, major gifts, and grants
- Managing and supervising a talented professional staff undertaking the HWLC mission
- Representing HWLC in a professional capacity at community events
- Reporting to and communicating with the HWLC Board of Directors

DUTIES AND RESPONSIBILITIES:

- Partner with the HWLC Board and staff to design and implement five-year strategic and annual work plans to fulfill the HWLC mission.
- Ensure programmatic excellence, rigorous evaluation and consistent quality of HWLC programs and administration consistent with HWLC operational goals as described in strategic and annual work plans.
- Recommend an annual budget, timelines and human and capital resources to achieve operational goals, including land conservation, stewardship, community engagement, fundraising, communications and administrative operations

- Oversee HWLC staff research, development, execution, and monitoring of conservation easements and preserves
- Manage all human resource needs (employees, volunteers and contract employees), including recruitment, hiring, training, supervision, performance evaluation and termination
- Spearhead all fundraising including identifying, soliciting, and maintaining relationships with major individual donors and foundations
- Monitor the HWLC investment portfolio and meet regularly with financial advisors to ensure assets are being managed in a manner consistent with Board policy and direction
- Develop and maintain excellent, prompt communication with the Board of Directors and secure Board involvement with strategic planning, legal/financial matters, and organizational issues as necessary
- Negotiate and sign contracts, agreements and legal instruments such as insurance coverage, real estate transactions, consultant services, and business arrangements
- Develop and organize community engagement events connecting our community with land preservation, conservation and habitat protection
- Monitor and evaluate HWLC contribution to the community, its effectiveness and its results with a focus on improving diversity in leadership roles and general membership
- Improve and maintain excellent internal and external communications, including seeking and developing relationships with partners, funders, and all levels of community leaders
- Ensure compliance with regulatory requirements, Land Trust Alliance Standards and Practices, and organizational policies and procedures

NECESSARY AND PREFERRED QUALIFICATIONS

- **Excellent written and verbal communication and negotiation skills**
- **Excellent leadership and interpersonal skills, including the ability to motivate others in furtherance of the HWLC mission**
- **A passionate appreciation of the natural world and commitment to preserving and protecting natural resources**
- **A record of successful fundraising and securing conservation grants.**
- **The ability to work collaboratively with teams, work groups and partners.**
- **The ability to work well in a small office and on evenings and weekends as needed.**
- *A Graduate or Bachelor's degree in a natural science, business, nonprofit management or related field*
- *Proficiency with Salesforce and Microsoft Excel*
- *At least two years of experience in natural resources or other project management*
- *A record of working effectively under the leadership of a Board of Directors.*
- *A practical knowledge of legal contracts, agreements and real estate transactions.*
- *A practical knowledge of nonprofit financial operations (401 and 501C3's).*
- *Knowledge of local, state and national conservation issues.*

TO APPLY: Please email cover letter and resume to Jim Supina, Chair of HWLC's Board of Directors, at jsupina9@gmail.com. A writing sample and written references will be required of those who progress through the selection process.