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Executive Director Vacancy Announcement

Summary

The Executive Director for Southwest Badger RC&D must be a puzzle master, an overachiever, and a deeply dedicated conservationist and humanist. If you have experience successfully managing and promoting a small business or non-profit and successfully collaborating with lots of partners and enjoy a challenge - than read on.

Southwest Badger RC&D is a 501(c)3 nonprofit conservation organization serving Crawford, Grant, Green, Iowa, La Crosse, Lafayette, Richland, Sauk, Vernon and other counties as appropriate. Our mission is to implement natural resource conservation, managed growth, and sustainable economic development in our region.

The Executive Director has overall responsibility for seeing that the organization is managed effectively to achieve its mission. The Executive Director will oversee all aspects of day to day operations and is charged with balancing organizational, administrative, staff supervision, project management, fundraising, budget management, and public relations activities so that all tasks are completed in a timely manner and all projects remain within budget. Grant writing, donor development, marketing, fundraising, and contract development are critical aspects of the position to ensure that program areas are adequately funded. The Executive Director is overseen by the Council and works to develop and carry out the objectives of the organization and develop a vision for the future.

Duties and Responsibilities

Vision and Planning

1. Provides leadership to cultivate a shared organizational vision among Council, staff, and partners.
2. Seeks new opportunities and researches new program areas for consideration by the Council that support the organizations long-term vision and strategic plan.
3. Translates strategic goals into achievable objectives.
4. Develops and maintains collaborations and partnerships to leverage resources and expertise in support of the organization's mission.

Fundraising and Development

1. Ensures that adequate funds are available to permit the organization to carry out its work by developing and implementing long and short term fundraising plans.
2. Works with Council and staff to identify current and potential funders and donors, cultivate relationships, and increase the organization's revenue.
3. Works with program staff to research and apply for grants and develop fee-for-service contracts.
4. Works to develop and maintain a stable balance of income.
5. Leads donor stewardship and recognition efforts: developing acknowledgement strategies for all donors; recognizing individuals and companies for reaching established giving levels; follows up with lapsed donors.

Fiscal and Organizational Management and Administration

1. Manages over 20 funding sources, including grants, contracts, product/service sales and leases to assure project compliance and successful completion.
2. Prepares an annual budget for the Council's review and approval; monitors and administers the budget; keeps the board informed of financial status of the organization, utilizing QuickBooks software accounting system.
3. Oversees the development and implementation of programs and annual work plans to advance organizational priorities.
4. Manages and oversees recruitment, supervision, and evaluation of staff.
5. Maintains a climate that attracts, keeps, and motivates a diverse staff of top quality people.
6. Works with the Council to develop, update, and implement organizational policies; ensures compliance with organizational by-laws.
7. Maintains official records and documents and ensures compliance with local, state, and federal regulations.
8. Reports regularly to the Council and appropriate committees on the status of internal and external issues affecting the organization.

Community and Public Relations

1. Develops and maintains mutually beneficial relationships/partnerships with community, natural resource agencies, funders, business agents, and program clients.
2. Oversees the development and implementation of communication strategies to become informed by government officials, agencies, organizations, and the general public about natural resource issues which Southwest Badger RC&D may be of assistance.
3. Identifies and pursues opportunities to leverage support and build a broader constituency.
4. Establishes and strengthens ties throughout the region that will synergize grant funding, create project partnerships and draw public attention to Southwest Badger's work.

Board and Staff Relationships

1. Communicates regularly with the Board Chair on any significant issues affecting the organization.
2. Supports the operation of, and assists the Board in, effectively leading and managing the Board's committees, action teams, work groups, and consultants.
3. Develops an annual budget and report to the Board regularly on the organization's financial performance in relation to the annual budget.
4. Ensures a team building culture that builds on the development of trust, mutual respect and open communication.
5. Supports board member development, coordination, and recruiting.

Qualifications

1. Strong leadership and effective management skills.
2. Proven track record of successful grant writing a must; Major gift solicitation and fundraising in general, a plus.
3. Experience managing a nonprofit organization with multiple projects and multiple funding sources.
4. Bachelors or Masters degree in natural resource management, business, agriculture, public relations, fundraising, or related field.
5. A minimum of 1 year of work experience within each of the fields listed in #3.
6. Ability to develop and cultivate a shared organizational vision and an understanding of the actions required to achieve that vision.

7. Exceptional communication skills, both oral and written.
8. Exceptional organizational skills, ability to prioritize tasks and manage multiple budgets and contracts within a complex budget.
9. Ability to work both independently and as part of a team.
10. Proven track record in building partnerships and enhancing collaborative decision-making and joint project implementation.
11. Ability to continuously analyze the changing external environment and develop strategic responses to those changes.
12. Deep understanding of, and/or professional background in, issues related to the built environment and natural resources.
13. Deep knowledge of principles of effective nonprofit management and governance.
14. Strong skills in interpersonal relationship building and leadership skills managing staff and supervising relationships with consultants and committees.
15. Experience with QuickBooks, Weebly (for web page management), Constant contact (for newsletter development), Salesforce, GoDaddy, Google or similar programs highly desired.
16. Recognizes intellectual curiosity and appreciation of humor as a critical component of an effective workplace.

Terms of Employment

- Full-time, 40 hr/week salary, exempt position. Often working weekends and evenings.
- Salary range of \$55,000-\$65,000 annual;
- Regular in-state travel reimbursed at Federal mileage rate.
- Valid driver's license, personal vehicle, safe driving record, and current auto insurance.
- Benefits package includes, paid holidays, paid earned time, and health insurance stipend.
- Office is currently located in Platteville, but can be moved if another, preferred location is secured within the 9 county region that is served.

Application Process

First consideration will be given to those who **submit application materials by Tuesday, November 6, 2018**. Position will be open, and applications accepted until filled. Applications should include all of the following:

- **letter** of introduction (one page) that summarizes why you are interested in the position and how you meet the qualifications listed above. **Professional resume**, including related education, professional work history and volunteer experience.
- **Contact information for three to five professional work references**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the person's title, e-mail address and telephone number.

Application materials that do not comply with these instructions are incomplete and will not be considered. Send application materials to: swbadger@swbadger.org.

Southwest Badger RC&D Council is an Equal Opportunity Employer. Southwest Badger RC&D Council prohibits employment discrimination on the basis of race, religion, color, national origin, age, sex, disability, military status, political beliefs, marital or familial status, sexual orientation, or any other characteristic protected by law. This commitment is extended to all terms, conditions, and privileges of employment including, but not limited to hiring, placement, employee development, promotion, compensation, benefits, or termination.