

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. The Executive Director is responsible for the management of the day-to-day affairs of the association, 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.

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.
- Provide staff assistance 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, state and federal agency representatives, private businesses, and other organizations.
- Ability to select, manage and evaluate personnel.
- Proficiency in researching and analyzing issues and programs related to the functions and interest of the association and its members.
- 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.
- Valid driver's license and good driving record; considerable state travel is required.

ACCOUNTABILITY

The Executive Director shall work under the direction of the WLWCA President and the Board of Directors, but 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.

SALARY AND BENEFITS

- Salary commensurate with qualifications and experience.
- Vacation days, sick time, personal days and holidays.
- Health insurance available.
- 403(b) retirement plan available.
- Company car available for business travel.

APPLICATION PROCESS

Interviews will be held between August 24-26. Send cover letter, resume, references and salary history and expectations by **August 15, 2006** to:

Dale Hood, President
WLWCA
One Point Place – Suite 101
Madison, WI 53719-2809

Email applications welcome as a Word or PDF document: president@wlwca.org