



Little Forks Conservancy Position Description
Executive Director
Full-Time Non-Exempt Employee

The Little Forks Conservancy, Inc. (Little Forks) is a 501(c)(3) accredited land trust organization that works with individual landowners and the community to permanently protect and improve natural environments that add to the quality of life in mid-Michigan. Little Forks is entering its 25th year and is a financially stable non-profit organization funded through public donations, grants, and a well-established endowment fund. The conservancy maintains a staff of four individuals, stewards approximately 850 acres of Little Forks-owned nature preserves, and over 3,000 acres protected by conservation easements. Little Forks also offers innovative and groundbreaking community programming that strives to better connect individuals with nature, focusing on bringing justice, equity, diversity and inclusion to the world of conservation.

Position Description: The Executive Director is the senior officer of the Little Forks Conservancy and reports to the Board of Directors. The Executive Director helps serve as the public face of the organization to the community, foundations, and key contributors, and is responsible for leading the staff in working to build financial and public support for our mission. The Executive Director guides and develops a small team of experienced and dedicated staff members, working with them to develop their talents and strengthen the organization's mission-driven work.

Responsibilities:

- Is responsible for implementing and executing all policies and decisions established by the Board of Directors.
- Is responsible for all business aspects of Little Forks.
- Is responsible for all staffing needs of the organization.
- Supports staff in J.E.D.I. (Justice, Equity, Diversity and Inclusion) focused programming.
- Works with the Board of Directors and staff to execute Little Forks' Strategic Plan, and revise it on an annual basis.
- Has primary responsibility to sign certificates and documents per Little Forks' by-laws and procedures.
- Manages all aspects of Little Forks' finances in accordance with the by-laws.
- Attends all meetings of the Board of Directors in person as a non-voting member.
- Monitors, applies for, and receives grant requests, with support from staff members.
- Negotiates contracts for the organization.
- Performs additional duties as required by any contract, or as requested from the Board.

Minimum Qualifications:

- A minimum of 5 years of land conservation experience.
- Demonstrated bias for action, including achievement of major projects via collaboration with staff and community.
- Outstanding written and verbal communication skills, with a natural ability to engage a wide range of stakeholders, including existing and potential donors, land owners, volunteers, and staff.
- Experienced leader in the areas of strategic management, project implementation, staff collaboration, volunteer, and Board of Directors development.

Preferred Qualifications:

- Experience in non-profit administration.
- Demonstrated success in working as a collaborative leader within a team-structured environment.
- A bachelor's level degree or higher.
- A personal commitment to furthering justice, equity, diversity and inclusion efforts.
- Strong fundraising skills, with the ability to lead staff in managing large capital campaigns.
- Experience in human resources and personnel management.
- Ability to engage with a Board of Directors, and develop strong, routine board training.
- Experience managing finances for an organization, including the development of budgets, management of current fiscal year finances, payroll, and collaboration with outside auditors.
- Familiarity with and knowledge of tools for land conservation.

Compensation: This is a full-time salaried position, with an anticipated salary range of \$60,000-80,000. The salary offered to the successful candidate will be commensurate with experience and qualifications. The following are included in the standard benefits package: health care, dental and vision insurance, life insurance, and vacation. A 403(b) plan is available.

How to Apply: For consideration, submit a cover letter and resume to the following e-mail address: LForksED2021@gmail.com. All documents should be in either PDF or Word document format. Only electronic submissions will be accepted. Applications will be accepted through April 15, 2021.

Please do not inquire about this position by phone directly to the organization, or via social media.

The Little Forks Conservancy, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Little Forks is also committed to compliance with all fair employment practices regarding citizenship and immigration status.