

Grand Traverse Conservation District

Executive Director

Position Description

DATE PREPARED: August 14, 2018

POSITION IDENTIFICATION

Executive Director; full-time (40 hours per week); FLSA exempt

ORGANIZATION SUMMARY

The Grand Traverse Conservation District (GTCD) is a governmental entity that connects the community to nature through education and conservation. A description of Michigan Conservation Districts can be found at www.macd.org. The GTCD's mission is to "inspire exploration, appreciation and conservation of our natural world." Our conservation work is focused on keeping our local natural resources healthy and empowering the community to become active conservation stewards. The work includes conservation of the Boardman River, management of 3,000 acres of quiet recreation parklands, agricultural conservation through the Michigan MAEAP program, oversight of the Invasive Species Network, and nature education. We are based out of the Boardman River Nature Center (1450 Cass Rd., Traverse City, MI) where the majority of our education work takes place. The primary nature education emphasis is children, with a robust schedule of year-round learning opportunities and a dynamic summer day camp program.

The annual budget for the GTCD is approximately \$1.3 million, a sizeable portion of which is grant money to be supervised. The voters of Grand Traverse County recently passed a millage to provide additional funding to the GTCD in the amount of approximately \$500,000 annually for the next eight years.

For more information on the GTCD, we invite you to visit our website, www.natureiscalling.org.

POSITION SUMMARY

The Executive Director of the Grand Traverse Conservation District is responsible for the consistent achievement of the GTCD's mission, strategies, policies, programs, business operations and financial objectives as well as its contribution to conservation locally and in the region.

He/she will be a strategic thinker, leader, fundraiser, and charismatic facilitator who is able to work with public and private partners to be a lead conservation organization in the Grand Traverse area. Working with the GTCD's Board of Directors, the Executive Director evaluates all organizational plans, programs, activities, and procedures with regard to their planned purpose, sustainability, and impact on the organization and community.

RELATIONSHIPS

Reports to: Board of Directors

Supervises: All Staff

Works with: Finance & HR Coordinator, Administrative Assistant, Board Members and Volunteers

External Stakeholders: Media, Vendors, Volunteers, Donors, Government entities, Non-profits, Local Businesses, and Foundations

RESPONSIBILITIES AND DUTIES

Leadership

- Develop and manage a strategic business plan that ensures the long-term financial health and sustainability of the GTCD. This will include long-range budgeting and supervision of the funds provided by the recently-passed millage.
- Oversee the development of a Nature Center evaluation and plan in partnership with Association of Nature Center Administrators.
- Oversee expansion of Day Camp operations
- Provide leadership for staff and volunteers that builds and supports a cohesive team working toward the goals of the current strategic plan
- Foster an environment of collaboration and community among the staff to maximize resources (human capital and financial resources) that supports achievement of business goals and provides opportunities for staff goal setting and development
- Raise community profile of the GTCD to support development efforts and encourage community support and use of the organization's services and the properties it manages
- Manage collaborative relationships with existing partners and initiatives while developing new strategic partnerships
- Serve as GTCD's spokesperson, clearly and consistently communicating and reinforcing the organization's identity

Fund Development

- Lead and manage fundraising of major gifts to support the GTCD's annual operations and programs
- Lead the development of an annual funding plan and oversee its implementation
- Guide staff in writing or actually writing grants that will support operations

Management

- Hire and manage a staff of (currently) 14 full-time, 1 part-time, 11 seasonal, and approximately 250 volunteers, providing coaching/mentoring and support as needed
- Oversee all operational aspects of the GTCD's facilities, budgets, work plans and programs
- Understand and be able to navigate the state laws governing conservation districts; understand the GTCD's relationship with other state and local governmental units

- o Oversee all aspects of the GTCD's human resource functions

MEASURES OF PERFORMANCE

Success is measured by the degree to which the Executive Director:

- o Maintains and grows effective, productive, and collaborative working relationships with GTCD staff and Board, donors, volunteers, partners and external stakeholders
- o Meets or exceeds all fundraising and development goals and adheres to the AFP "Code of Ethical Principles and Standards" and state and federal laws and regulations in doing so
- o Meets all operational and program development goals as established with the Board
- o Meets all assigned deadlines
- o Leverages and consolidates the conservation and educational resources of the GTCD to further environmental stewardship on the part of the residents of the Grand Traverse area

WORKING CONDITIONS

The primary work place is in a typical office setting at the GTCD's office in the Boardman River Nature Center in Traverse City, MI. The Executive Director will also attend meetings, conferences and other events in the Grand Traverse area and Michigan. Occasionally, some of the foregoing events will be held outside in the parklands managed by the GTCD, so ability to traverse uneven ground is required.

QUALIFICATIONS & EXPERIENCE

- A minimum of five (5) years of leadership experience in a non-profit, educational, or governmental organization, preferably in environmental stewardship or related field
- Strong management skills, able to build, inspire and lead diverse teams of staff and volunteers
- Financial: Ability to manage a sizeable and complex budget, with experience in fund accounting, grant writing and supervision
- Positive, collaborative leader with a can-do attitude and tolerant, friendly personality
- Resourceful individual, able to balance multiple priorities, complex situations and meet tight deadlines
- An organized, clear thinker and communicator with a passion for education
- An articulate and persuasive speaker and writer
- A passion for conservation and natural resources
- An understanding of and commitment to the Grand Traverse Conservation District's mission;
- Ability and willingness to travel, as well as to work outside the normal workday.

Formal Education or Equivalent: Bachelor's degree or higher in government, non-profit management, natural resource management or related field.

Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.