

12-14-18

## **Grand Traverse Conservation District**

### **Executive Director**

#### **Position Description**

DATE PREPARED: December 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](http://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. Those funds are not yet reflected in the \$1.3 million budget.

For more information on the GTCD, we invite you to visit our website, [www.natureiscalling.org](http://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.

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.

## **RESPONSIBILITIES AND DUTIES**

### **Management**

- 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
  - Oversee the development and management of the annual operating budget and capital budget
  - Oversee risk management for the organization
- Understand and be able to navigate the state laws governing conservation districts; understand the GTCD's relationship with other state and local governmental units
- Oversee all aspects of the GTCD's human resource functions

### **Strategic 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 and Nature Education 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
- Manage collaborative relationships with existing partners and initiatives while developing new strategic partnerships
- 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
- Serve as GTCD's spokesperson, clearly and consistently communicating and reinforcing the organization's identity
- Lead the development of an annual funding plan and oversee its implementation
- Ability to write grants or guide staff in writing grants that will support operations

## **QUALIFICATIONS & EXPERIENCE**

- A minimum of five (5) years of Executive-level, e.g., Executive Director or Assistant Executive Director leadership experience in a non-profit, educational, or governmental organization.
- Experience managing a similar-sized organization with an annual operating budget of \$1 to \$3 million.
- Strong management skills, able to build, inspire and lead diverse teams of staff and volunteers
- Experience supervising a staff of 10-15 full-time staff members consisting of direct and indirect reports
- Experience managing a complex budget, with experience in fund accounting, grant management, reporting, 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, business management, natural resource management, or related field.

## **MEASURES OF PERFORMANCE**

Success will be measured by the degree to which the Executive Director:

- Maintains and grows effective, productive, and collaborative working relationships with GTCD staff and Board, donors, volunteers, partners and external stakeholders
- 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
- Meets all operational and program development goals as established with the Board
- Meets all assigned deadlines
- 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.

*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.*