

# Indian River Lakes Conservancy Executive Director Job Description

## **About the Indian River Lakes Conservancy**

Sitting astride the geologic backbone of the Frontenac Arch connecting the Adirondacks in New York State to Algonquin Park in Canada, the Indian River and the 18 lakes within its watershed occupy a vital confluence of pathways for migratory birds and one of the most diverse habitats for wildlife in the northeast. The Indian River Lakes Conservancy was created in 1998 as an all volunteer land trust to preserve, protect, and encourage the sustainable management of this uniquely valuable watershed for the benefit and enrichment of future generations. IRLC hired April Frederick, a naturalist educator, as its first staff member in 2014 to provide administrative support and enhance IRLC's public outreach efforts. As a measure of its commitment to the Land Trust Alliance Standards and Practices, IRLC was accredited by the Land Trust Accreditation Commission in 2017.

IRLC's priority conservation initiatives focus on preserving river and lake water quality by encouraging land use practices that support healthy lakes and protect property values; conserving the vulnerable wetlands, shoreline, and upland habitat that help sustain that water quality; promoting environmental studies and education programs that enhance our understanding of the watershed and its biological diversity; and providing public access to recreational and learning opportunities on its fee owned lands through environmentally sensitive trails and waterfront landings. IRLC owns 11 consolidated parcels amounting to over 2275 acres, with more than eight miles of trails and nearly seven miles of river and lake shoreline. It owns no conservation easements. IRLC is now seeking an Executive Director to manage its operations and provide the professional leadership needed to further IRLC's mission and its priority programs. For more information about IRLC and its programs, visit [www.indianriverlakes.org](http://www.indianriverlakes.org).

## **Essential Functions.**

As the chief executive, the Executive Director will provide professional oversight of the organization and its staff, ensuring that the land trust is managed effectively to achieve its mission and maintain its accreditation. The Executive Director must be an excellent communicator, strong leader, motivator and team builder, and uphold the highest ethical standards at all times. In collaboration with the Board of Directors and staff, he or she will be able to articulate and convey a vision for the future of the IRLC and translate strategic goals into achievable objectives.

As the lead fundraiser for the organization, the Executive Director will develop, sustain, cultivate, and identify new sources of philanthropic support, including major donor gifts, foundation support, planned giving, and business donations. The Executive Director will oversee the fiscal operations of the organization.

The Executive Director must be able to provide leadership and clear identity for the organization within our service area. He or she will maintain and expand strong collaborative relationships with our members, financial supporters, volunteers, government officials, agencies, Land Trust Alliance, and community partners.

## **Specific Duties**

### **FUNDRAISING**

- Lead the identification, cultivation, and solicitation of major donors in association with the Board of Directors.
- Identify, cultivate, and secure public and foundation funds for unrestricted and restricted uses.
- Strategically identify and execute additional development programs, including planned giving and capital campaigns.
- Oversee the management of IRLC's membership program.

## MANAGEMENT

- Supervise staff, providing mentoring and leadership and creating a positive working environment.
- Recruit and manage the volunteers needed to effectively support IRLC's mission and programs.
- Develop and monitor an annual budget and provide overall management of the fiscal operations of the land trust in cooperation with the Board Treasurer.
- Work closely with the Board of Directors in shaping its strategic plan and the work plan needed to realize the plan's aspirations.
- Ensure board and staff compliance with all internal policies and procedures, legal requirements, and financial standards. Maintain status as an accredited land trust.
- Work with the Board Chair to coordinate the efforts of the Board of Directors, including planning, governance, and fiduciary oversight. Help recruit and develop new Directors.

## RELATIONSHIPS & COMMUNICATIONS

- Articulate and expand a vision for our regional mission and oversee the expansion of the organization's outreach.
- Establish and maintain strong, positive working relationships with a wide range of partners and stakeholders.
- Represent IRLC to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners.
- Communicate the land trust's vision and exemplify its core values.
- Demonstrate political sensitivity when conducting the affairs of the land trust.

## PROGRAMS

- Ensure that the organization achieves its conservation and trails mission in a highly strategic and focused manner.

## Qualifications, Skills, and Abilities

- Advanced education and at least five years experience in a related field
- Experience achieving organizational goals including developing, sustaining, and identifying new sources of financial support
- Demonstrated leadership skills, including management and supervisory skills and experience working with a Board of Directors
- Proven experience functioning effectively as a member of a team and comfortably partnering with a diverse range of stakeholders
- Experience in financial management
- Commitment to the mission of the Indian River Lakes Conservancy. Knowledge and experience with the Indian River watershed and its physical, social, and cultural environments are preferred.

## Compensation

Compensation commensurate with experience. This position is full-time exempt.

## To Apply

Email a letter of interest, resume, and three references to [mscarlett@indianriverlakes.org](mailto:mscarlett@indianriverlakes.org) with "Executive Director Search" in the subject line. Applications are only accepted electronically; no calls please. Application review begins May 15 and the position is open until filled. IRLC is an equal opportunity employer.