

# **Executive Director Position**

## **Little River Wetlands Project**

The Little River Wetlands Project (LRWP) is a non-profit organization focused on wetland protection, restoration, and education in the Little River watershed in Northeast Indiana. LRWP manages over 1,300 acres of restored and natural wetlands in areas once known as the Great Marsh. LRWP serves our region with free wetland education opportunities that served over 10,000 participants in 2023. We have a dedicated team of staff, donors, and volunteers engaged in wetland stewardship and education.

## **Job Description - Executive Director**

The Executive Director (ED) is the Chief Executive Officer of LRWP who reports to the Board of Directors and receives guidance and input from the Board President as needed. The Executive Director has overall strategic planning, oversight of daily operations and staff, programs, fundraising and execution of LRWP's mission and financial objectives.

We are looking for an experienced ED who is passionate about natural ecosystems who can lead LRWP and grow the fundraising efforts to support conservation, stewardship and community engagement programs with collaboration, creativity, and enthusiasm.

The ED will be responsible for the day-to-day operations, including managing staff and processes for efficient use of staff time and establishing priorities. Work with staff to monitor the finances, maintain records and work within budget constraints. Initiate and monitor office services contracts and payments. Lead, coach and mentor LRWP staff.

The ED will coordinate and participate in monthly board meetings, Finance Committee meetings and other administrative duties as necessary or as assigned by the Board. Develop and monitor long and short-range financial plans, prepare financial reports and report progress to assist Treasurer and Board in assessing the organization's financial health. Recommend resources and timelines needed to achieve strategic goals. Ensure flow of funds that permits LRWP to achieve its mission. Communicate progress or concerns involving operations, programs and achievement of fundraising and strategic goals to Board. Must have the ability to meet deadlines.

The ED, working closely with the development staff, in addition to other staff, directors, volunteers and partners is responsible for developing and executing the strategic long-term development plan, including outreach efforts, content for social media, brochures, newsletters and press releases, engaging the media and the speaking publicly in various forums to promote LRWP to enhance funds, develop annual giving, major gifts, foundation grants, corporate support, special events, cultivating new donor relationships and building membership and relationships ensuring LRWP's continued relevancy and positive perception within the community.

The ED oversees public and member events, including planning a suite of educational and recreational events held at our nature preserves throughout the year which engage the public and connect the community to nature in meaningful ways. Events may be coordinated and administrated by staff, partner organizations, directors, volunteers, or a combination. Ensure consistent program implementation and create new ventures to enhance the strategic plan and mission.

The ED is responsible for ensuring proper stewardship goals of existing conservation easements and LRWP owned properties while developing and maintaining healthy relationships with the landowners in the Little River project area for potential future land acquisition. The ED will build and maintain strategic partnerships, pursue relationships with important conservation partners, be an advocate for the importance of wetlands, support scientific-driven solutions for restoration that supports wildlife, pollinators and flora.

### **Qualifications - Executive Director**

- BA or BS
- Minimum of five (5) years of professional experience
- Prior non-profit experience desirable
- Fundraising, marketing or fiscal management experience
- Ability to set clear priorities, delegate and guide staff and Board
- Excellent oral and written communication skills
- Good analytical and organizational skills
- Self-directed, mission driven attitude supplemented with integrity and passion
- Proclivity to be a spokesperson, fundraiser and relationship builder
- Action oriented, innovative and adaptable with excellent time management skills

### **Other:**

- Personal vehicle, driver's license & insurance
- Must be able to hike, walk on uneven ground, and lift up to 25 pounds on occasion
- Ability to work flexible hours, including weekends when necessary
- Personal cell phone available for business use (stipend provided)
- Must be able to pass a background check

**Please send your cover letter, resume, and references to [info@lrwp.org](mailto:info@lrwp.org).**