



## SICIM Executive Director Position Outreach

**Job Title** SICIM Executive Director

**Reports To** The Executive Director reports to SICIM Board of Directors.

### Job Overview

The Executive Director (ED) is responsible for overseeing the administration and strategic plan of State of Indiana Cooperative Invasives Management. (SICIM) Other key duties include fundraising, grant writing, marketing, and staff supervision. The staff, Regional Specialists and a Project Coordinator, work with Cooperative Invasive Species Management Areas (CISMAs) across the state. The CISMAs work at the local, grassroots level to educate, organize, and inspire invasive control efforts. The ED oversees all regional efforts to develop CISMAs in counties that don't have an organized group addressing their invasive issues. Connections and education, and interested partners, communities, and landowners in all counties, are the foundation SICIM relies upon to complete its mission.

SICIM is a leader in the nation with Invasive Management: working with partners, developing local CISMAs, and inspiring change across the state. SICIM transitioned from an all-volunteer group to a respected organization with skilled and experienced staff that inspires our CISMA's efforts. The ED encourages the staff and CISMAs across the state, that groups of committed people CAN make a difference.

**Compensation** Annual salary of \$65,000 to \$70,000, commensurate with experience; in addition, 18 days of paid time off per year for sick and vacation leave are available, as well as paid holidays per the State of Indiana's observed holidays (14 days in 2024).

### Responsibilities and Duties

- Guide, advise, and train staff according to SICIM's mission and values.
- Handle personnel administration such as timesheets, evaluations, and logistical needs (computer, phone, IT licenses, tabling materials & supplies, etc.).
- Work closely with Board Treasurer, Board Finance Committee, and Bookkeeper to manage SICIM's finances, including staff credit card accounts, bank account, grants, taxes, expense reports and mileage reimbursements, payroll, insurance needs, etc.
- Schedule and prepare for bi-monthly board meetings, bi-weekly staff meetings, committee meetings, event planning meetings, quarterly state-wide CISMA meetings, and other meetings that arise.
- Create quarterly newsletters by creating and collecting content and design, as well as all other communications with email subscribers. Compile SICIM Annual Report by creating and collecting content and design. Update and create brochures, flyers, educational and tabling materials as needed.
- Presentations to large and small, local and national audiences at conferences, organization meetings, invasive species trainings, etc.
- Serve in a leadership role for the SICIM Annual Partners Meeting, the Indiana Invasive Species Conference, and any fundraising events. Participate in planning and implementation of regional invasive trainings, tabling at national and local conferences, and other outreach.
- Guide the SICIM social media team to create engaging and appropriate content on Facebook and Instagram, focusing on regular posts with original content, as well as sharing partner posts, highlighting important events such as Invasive Species Awareness Week and Giving Tuesday



- Work closely with the Indiana Invasives Initiative Project Coordinator to oversee and implement SICIM's largest project, the Indiana Invasive Initiative. Lead and support the Project Coordinator and the regional staff as they sustain current and future CISMAs, perform invasive species surveys as requested, create management plans for private landowners, and provide outreach and training throughout the state. Collect data from CISMAs and Regional Specialists for federal reimbursements according to SICIM's agreement with the USDA-NRCS.
- Work closely with state and local partners, private landowners, and citizens to bolster current invasive management and create a larger awareness throughout the state on the issues of invasive species. Empower all Indiana citizens to find their role in managing invasive species and their spread.
- Research and apply for grants as applicable, submitting paperwork as needed for reimbursement or grant reporting.

### **Desired Skills and Experience:**

- Experienced leader with excellent communication and organization skills.
- Strong work ethic with a high level of energy
- Awareness and interest in natural resources conservation issues, especially invasive species
- Ability to work independently and set priorities within broad goals and objectives.
- Experience managing and supervising staff
- Experience and skill in working with a Board of Directors and coordinating Board and committee meetings.
- Sound management abilities including administrative planning, program development, and task facilitation.
- A history of successfully generating new revenue streams and improving financial results through grants and fundraising events
- Previous success in establishing relationships with individuals and organization of influence including donors, partner agencies and volunteers.
- CRM software and donor database management experience (i.e., Bloomerang and Qgiv)
- Basic accounting knowledge and experience in grant budget preparation, oversight and report writing.
- Personal computer skills including experience with MS Office applications, website use (Squarespace), and other social media platforms.
- Marketing knowledge and experience
- Willingness to work some evenings and weekends as needed.
- Dependable vehicle and valid driver's license for travel to meetings and events.

**To apply, send a resume detailing relevant experience and a list of references to Anthony Sipes at [sicim.info@gmail.com](mailto:sicim.info@gmail.com).** The position will be open until filled.

**SICIM Background** State of Indiana Cooperative Invasives Management (SICIM) is a 501-c3 non-profit organization established in 2008. Oversight for the organization is provided by a Board of Directors. SICIM's mission is to protect, restore, and enhance Indiana's landscapes by coordinating efforts to identify, prevent, and control invasive species. In 2017, SICIM undertook a statewide role known as the Indiana Invasives Initiative (III), in partnership with the USDA Natural Resources Conservation Service. The Invasive Initiative's goal is to develop Cooperative Invasive Species Management Areas representing all counties in Indiana. Under the III, SICIM currently maintains a project coordinator position and six Regional Specialists (RS) positions in Indiana. One of these RS positions is currently vacant but the remaining five Resource Specialists are seasoned employees who are familiar with their duties and their partners.