

## **Wisconsin Lakes Executive Director Job Description:**

### **Purpose & Role:**

The Mission of Wisconsin Lakes is to conserve, enhance and restore Wisconsin's lakes to ensure their sustainability for the benefit and collective use and enjoyment for this and future generations.

Wisconsin Lakes is the citizen non-profit arm of the greater Wisconsin Lakes & River Partnership which includes the University of Wisconsin-Extension and Wisconsin Department of Natural Resources. Close coordination with partner organizations is essential to the overall mission of Wisconsin Lakes.

Wisconsin Lakes is seeking an Executive Director to lead our organization. The Executive Director is responsible for ensuring that the organization is managed effectively to achieve its mission. The Executive Director oversees all aspects of day-to-day operations and is responsible for balancing organizational management, administrative work, project management, fundraising, budget management, and public relations. The Executive Director is also responsible for grant writing and for ensuring grant agreements and contracts are implemented successfully and within budget.

This is a remote position which will be based out of a home office. The Executive Director must be located within the State of Wisconsin.

This position is responsible for the oversight of all aspects of the organization and is overseen by the Board of Directors.

This position is afforded the flexibility to schedule workdays as deemed appropriate but is generally available between the weekday hours of 8:00 AM and 4:00 PM. Evening and weekend meetings and events are occasionally necessary. Occasional overnight required for conventions, annual planning retreat, and in-person events.

This is a full-time, salaried position. The salary range for this position will be \$60,000 to \$75,000, commensurate with experience. Wisconsin Lakes provides paid holidays, vacation, and sick time.

The funding for this position is based on membership, grant & contract funding. The Executive Director is responsible for securing continuing funding.

## **Organizational Background:**

Wisconsin Lakes, formerly known as the Wisconsin Association of Lakes, is the only statewide non-profit organization working exclusively to protect and enhance the quality of Wisconsin's 15,000 lakes. For more than 20 years, Wisconsin Lakes has worked toward statewide solutions for the challenges faced by our abundant natural water resources while supporting strong local protection efforts. We represent individuals and lake groups (both associations and districts) who care about Wisconsin's lakes as a shared resource, and who appreciate the value lakes bring to our quality of life, tourist economy, and property tax base. Wisconsin Lakes seeks to protect the natural wonder of our lakes, and preserve our collective right to boat, fish, hunt, ice skate, swim and enjoy the scenic beauty of our shared public waters.

## **Executive Director Duties & Responsibilities:**

### Vision & Planning

1. Provide leadership to cultivate a shared organizational vision among staff, partners, and the Board of Directors
2. Seek new opportunities and research new program areas and grant opportunities
3. Develop and maintain partnerships to leverage resources and expertise

### Fundraising & Development

1. Assume leadership in developing fund-raising strategies and actively seek out fundraising and donation sources throughout the year to support our missions and goal
2. Write grant and contract proposals
3. Identify potential funders and donors in collaboration with our 15-member board of directors
4. Manage and operate membership donation program

### Fiscal and Organizational Management and Administration

1. Oversee all funding sources (grants, contracts, donations, etc.)
2. Prepare and monitor organizational and project budgets
3. Recruit, onboard, supervise, and evaluate future staff as organization achieves growth
4. Develop, update, and implement organizational policies
5. Oversee management of records and documents to be in compliance with local, state, and federal regulations

6. Plan, schedule and prepare all documents for monthly and quarterly meetings with board of directors, executive board members and our partners and/or stakeholders

### Community and Public Relations

1. Develop and maintain partnerships with the community, local governments, natural resource agencies, individual and organizational members
2. Oversee the development and implementation of communication strategies
3. Work with government officials, agencies, organizations, and the general public to educate and/or lobby for improved environmental regulations in line with Wisconsin Lakes mission statement
4. Provide a positive and impactful social and community presence via written media as well as in-person contact through events and meetings

### Board and Staff Relationships

1. Support the Board by organizing regular meetings
2. Support board member development, coordination, and recruiting

### **Qualifications:**

1. Candidate must possess a strong and demonstrated background in fundraising and membership development
2. Background in natural resources or related area of study is preferred but not required
3. Demonstrated success with:
  - Non-profit management and governance.
  - Effective leadership and management skills
  - Budget development and financial management
  - Familiar with Office 365, Google Workplace, Zoom meetings, CRM., Wordpress, and Adobe.
  - Grant writing and management
  - Project administration
  - Experience managing and leading volunteers
  - Proficiency in QuickBooks and QuickBooks Online
4. Communication skills
5. Critical thinking skills. Possess the ability to problem solve complex situations with limited

resources

6. Strong interpersonal skills. Possess the ability to establish and maintain positive relationships with diverse staff, clients, and partners
7. Proficient with typical professional office software
8. Valid driver's license required; use of vehicle required (short term rental or mileage reimbursement provided)

**Application Requirements:** Submit a cover letter, resume, and professional references to:

[employment@wisconsinlakes.org](mailto:employment@wisconsinlakes.org)

Applications will be accepted until the position is filled. Initial applications will be reviewed **MAY 15<sup>th</sup>**

Position will start mid-summer (part time) for cross-training with current director, and transition to full time starting fall 2025.