



## Wisconsin Land+Water Conservation Association

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### POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR

#### POSITION SUMMARY

The Executive Director is the chief administrator of the Wisconsin Land and Water Conservation Association (WI LAND+WATER) and is responsible to the WI LAND+WATER President and Board of Directors. This position is a full time position based on an average of 40 hours per week; time may vary depending on workload. The Executive Director is responsible for the management of the day-to-day affairs of the association, daily office operations and procedure, budget development, financial management, communication with County Board Land Conservation Committees and Departments, coordination of the WI LAND+WATER awards and education programs, policy analysis and liaison with conservation agencies, elected officials and other organizations. WI LAND+WATER has section 501(c)(3) nonprofit organization status from the United States Internal Revenue Service.

#### COMPENSATION/BENEFITS

This is a salaried, full-time position with a range of \$60,000-\$77,000 in annual compensation (combined salary and health care benefits) commensurate with experience and knowledge, plus 3% salary match for a SIMPLE IRA, life insurance, and paid time off of 156 hours annually.

#### DUTIES

- Provide leadership in the development and implementation of the WI LAND+WATER Strategic Plan including the promotion and implementation of the goals and objectives outlined in the Food, Land and Water project report.
- Work directly with the President and Chair of the Board of Directors to schedule and develop agendas for Executive Committee and Board meetings.
- Prepare and administer the annual operating budget of the association. Responsible for monthly, quarterly and annual financial reports required by federal and state law.
- Maintain WI LAND+WATER as a principal lobbying organization and perform as its principal lobbyist including payment of lobbying fees, as well as submission of interest in legislation and lobbying reports.
- Work closely with the Association's contract lobbyist, the Wisconsin Counties Association, as well as conservation and agricultural partners on Board legislative priorities, particularly in the state biennial budget.
- Direct the development of fund raising programs and grant proposals that may benefit the association or complement its activities.

- Conduct and supervise the daily operations of the association and purchase equipment and supplies.
- Perform other administrative duties assigned by the President and the Board of Directors.
- Prepare correspondence for the President or other officers of the association as required.
- Identify and evaluate issues facing the association and its members. Track issues through state and local legislative actions, as well as state agency rule making and guidance development.
- Develop and maintain good working relationships with members of Wisconsin's legislature, congressional delegation and their staff, county governments and their staff, state and federal agencies, the National Association of Conservation Districts, Wisconsin conservation and environmental groups, and member organizations comprising the Agricultural Coalition.
- Represent the association at public functions and inter-governmental meetings.
- Make recommendations to the Board of Directors for changes in organization or program responsibilities.
- Research and analyze issues and programs related to the functions and interest of the association and its member County Land Conservation Committees and Departments.
- Provide technical and program staff assistance or oversight to the association members, officers, directors, standing committees and area associations with respect to scheduling and coordinating meetings and developing agendas and other needs.
- Direct the association's regular communications to keep the members informed about association activities and related issues.
- Direct the administration of the conservation education and awards programs sponsored by the association.
- Direct the development of training for Land Conservation Staff and Supervisors including programs for newly hired staff and recently elected supervisors.
- Direct the planning and coordination of the association's annual conference and bi-annual county conservationists meetings including: agenda development, speaker identification and confirmation, details with conference site, registration oversight, etc.
- Coordinate the development of annual work plans for the association and its standing committees.

## **QUALIFICATIONS**

Bachelor's Degree, preferably in a field that relates to the responsibilities of this position.

- Excellent oral and written communication skills.
- Excellent organization and leadership skills.
- Ability to establish and maintain effective working relationships with County Land Conservation Committees and Departments, state and federal agency representatives, private businesses, and other organizations.
- Experience or knowledge of non-profit management.
- Ability to select, manage and evaluate personnel.
- Knowledge of county organization, policies, procedure and laws governing county government, including public office ethics issues.
- Knowledge of the state legislative process and procedures.
- Knowledge of soil and water conservation issues and programs.
- Knowledge of budgeting, accounting and financial management.
- Proven experience in writing, receiving, and administering grants.

- Considerable knowledge of computer applications including, but not limited to, Microsoft Office and Adobe applications. Experience or willingness to acquire knowledge of the QuickBooks accounting system within the first year of employment is desired.
- Valid driver's license and good driving record; considerable state travel, sometimes in outdoor or agricultural settings is required.

### **ACCOUNTABILITY**

The Executive Director shall work under the direction of the WI LAND + WATER President and the Board of Directors, and may exercise a wide latitude of individual initiatives in implementing the policies and procedures of the association. The Executive Director's performance will be evaluated annually by the WI LAND + WATER Executive Committee.

### **PHYSICAL DEMANDS**

There are no unusual physical demands placed on an incumbent in this position. An ability to sit and/or operate a computer for significant periods of time is essential. Some office duties may require light lifting of 25# or less.

### **WORKING ENVIRONMENT**

Work is primarily performed in a small office environment and sometimes the individual will be working alone, will need to answer phones, interact with walk-ins, collect mail, secure the office, or perform other office duties while colleagues are absent. Staff is expected to carpool, use public transportation, or use car-sharing when able.