

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director provides leadership, planning, and management of activities carrying out the Lake Wentworth Foundation's mission. This involves a hands-on approach to the management of finances, program development and implementation, resource development, delivery of member services, oversight of communications, and board development.

The Executive Director assumes a leadership role in developing partnerships with businesses, government officials, other nonprofits, and supporters. The Executive Director works with the Board of Trustees and board committees to establish the Foundation's vision, policies, strategic focus, priorities, and the general scope of programs that the Foundation will deliver.

The Executive Director reports to the Executive Committee of the Board of Trustees.

Programming

The Executive Director is responsible for:

- Developing with the Board of Trustees, on a yearly basis, a work plan for the board to carry forward the strategic plans of the Foundation.
- Overseeing the implementation of follow-up grants and projects related to the 2012 Lake Wentworth/Crescent Lake Watershed Management Plan.
- Overseeing implementation of other board-approved programs and projects.
- Soliciting and managing volunteers for Foundation programs.
- Developing and implementing plans to sustain and increase membership.
- Seeking partnership opportunities with the Lake Wentworth Association, municipal and state officials and agencies, as well as non-governmental groups and organizations to support the mission of the Foundation.

Outreach

The Executive Director will engage in outreach activities that create positive exposure for the Foundation, including:

- Maintaining relations with local media, encouraging coverage of LWF activities and events, and writing and distributing press releases on LWF successes and events.
- Overseeing the updating and maintenance of the Foundation web site.
- Overseeing the publication of a membership newsletter by providing material as well as soliciting and editing articles written by trustees and volunteers.

Budget/Fundraising

The Executive Director's budget and fundraising responsibilities include:

- Developing with the Executive Committee an annual budget and fundraising plan for submission to the Board of Trustees.
- Supporting the trustees in identifying, soliciting, and maintaining high-value donors.
- Identifying and pursuing appropriate grant opportunities and producing required reports to funding sources.
- Monitoring expenditures and income.
- Preparing special appeals for projects as needed.
- Overseeing the annual and year-end appeals as well as special appeals.

Organizational Support

The Executive Director is responsible for:

- Preparing materials and agendas for trustee meetings.
- Attending trustee meetings and providing progress reports on activities, projects, and work plans.
- Maintaining electronic and paper files relating to the business of the Foundation.
- Overseeing the maintenance of the membership database.

Qualifications

The following skills and experience are highly valued but not required:

- A bachelor's degree in environmental science, water resources, environmental education, nonprofit management, public policy, or a related field.
- Experience with budgeting and/or financial management.
- Experience with fundraising/grant writing.
- Strong communications skills, both oral and written.
- Three years or more of professional experience in a nonprofit setting, preferably one with an environmental mission.
- Experience working with a board of directors.
- Familiarity with environmental issues in the state of New Hampshire.
- Solid computer skills.