

March 30, 2019

Beaver Creek Wetlands Association Seeks Executive Director

The Beaver Creek Wetlands Association (BCWA) is seeking a full-time Executive Director with a passion for environmental conservation and the outdoors to lead the organization. BCWA is a not-for-profit land trust founded in 1988 to preserve high-quality wetlands that exist along the Beaver Creek and Little Beaver Creek in Greene County, Ohio. Since its establishment BCWA has protected over 2000 acres of land most of which is now owned by State and local agencies.

In addition to land protection, BCWA works with its partners, members, and volunteers to complete land stewardship projects on the protected lands, including trail/boardwalk installation and maintenance, control of invasive species, re-establishment of native species, and inventories of native plant and animal populations. BCWA currently employs one paid part-time Administrative Coordinator. All other activities are conducted by volunteers from the board, membership, and general public.

BCWA also conducts public educational programs and participates in public awareness events at local festivals and community meetings. Information about BCWA and its activities can be found at www.beavercreekwetlands.org.

The BCWA board of trustees has approved a strategic plan to protect additional land, connect the corridor trail systems together, establish and implement a long-term stewardship plan for the wetland corridors, and increase awareness of the Beaver Creek Wetlands and BCWA in the region. Initiating and completing these goals will be the primary responsibilities for the Executive Director.

This position will include a starting salary of \$50,000 per year, and a \$2,400.00 stipend per year that can be applied to health insurance coverage.

Interested applicants should submit resume and cover-letter to:

David Nolin, President

Beaver Creek Wetlands Association

president@beavercreekwetlands.org

Job Description, Executive Director, Beaver Creek Wetlands Association (BCWA)

The Executive Director's responsibilities include, but are not limited to:

Operations/Management

- Oversee all operations of the Association including coordination of committee activities.
- Maintain compliance with state and federal laws, as well as established standards and practices of the Land Trust Alliance.
- Maintain compliance with BCWA Code of Regulations.

Communications & Outreach

- Develop and direct communications to build and maintain a positive, active presence in the community to maximize community engagement and support.

Financial

- Develop, submit to Board, and manage the annual budget and ensure prudent use of Association funds.

Land Protection and Stewardship

- Work closely with the Board and agency/municipal partners to protect land parcels targeted for conservation by fee simple acquisition or conservation easement, and ensure that protected lands are cared for to maintain or increase biodiversity.

Qualifications/Skills Preferred

- A commitment to conservation and experience with land/natural resource conservation.
- Strong management, analytical and organizational skills.
- Demonstrated ability to manage staff, board, operations and multiple priorities in a team environment including staff and volunteers.
- Solid fundraising experience, with strong knowledge of professional practices, from gift processing to direct mail, grants, major gifts, events and donor stewardship.
- Solid communications experience, including with the press, local government partners, and the public.
- Effective writing skills, including grant applications.
- Skill in public speaking, and ability to represent the land trust in a public forum.
- Computer experience: Word, Excel, PowerPoint, and working knowledge of email marketing, QuickBooks, databases and social media.
- College degree and minimum of three to five years of fundraising and nonprofit management experience.

The Executive Director's position is forty hours per week. Work can be performed in the office, from home, or from other remote locations. Travel is primarily local to meetings, speaking engagements, workshops, professional associations, and other events requiring BCWA representation. Hours are diverse, since many meetings with land owners, board, and volunteers must occur in the evenings or on weekends. The Executive Director works for the Board of Directors with the direct guidance of the Board President.