

POSITION ANNOUNCEMENT

TITLE: Executive Director

EMPLOYER: Land Between The Lakes Association, Inc., Friends of Land Between the Lakes

LOCATION: Land Between the Lakes National Recreation Area
in Western Kentucky and Tennessee

APPLICATION DEADLINE: Open until filled. Search Committee will promptly review applications.

The Land Between The Lakes Association, (LBLA) a 501 (c) (3), nonprofit cooperating association, operating as Friends of Land Between the Lakes, seeks a dynamic individual for the position of Executive Director. The organization is in its 34th year of operation. The Land Between Lakes Association works closely with and is partially funded by the USDA Forest Service (FS) through a cooperative agreement as well as self-generated revenue streams. The Executive Director performs a variety of executive, managerial and administrative duties related to planning, organizing, directing, coordinating and implementing the goals, objectives and daily operations of LBLA.

The LBLA is governed by a 13 member Board of Trustees and is managed by a full time staff that includes 21 full-time and 30-35 part-time/seasonal employees. The FY 2018 budget is \$2,300,000. Learn more about Friends of Land Between the Lakes at www.friendsoflbl.org.

Job Description: The Executive Director is responsible for carrying out the initiatives of the Board of Trustees in accordance with the strategic plan to fulfill its mission to work with public and private stakeholders to educate, improve, promote, conserve and provide stewardship for the Land Between Lakes (LBL) National Recreational Area.

The Executive Director reports to the Board of Board of Trustees of LBLA and works in cooperation with the Advisory Board. The Executive Director manages the staff and works cooperatively with the LBL managing agency (Forest Service), education community, public sector, other non-profit organizations, legislators, and local, state and federal government agencies

The Executive Director manages all aspects of the organization including:

- Strategic Planning in cooperation with the Board of Trustees and Advisory Board.
- Overall executive management of the Land Between The Lakes Association.
- Financial management, including budgeting, accounting and reporting.
- Reviews and executes and monitors the Cooperative Agreements with the USDA Forest Service
- Funds development through public outreach, member recruitment, and grants.
- Member/donor relationships to grow and retain the member/donors LBLA member base.
- Program development and oversight.
- Public and media relations.
- Liaison between staff, Board of Trustees and Forest Service management.

Recommended Qualifications of the Executive Director are listed below. Motivated applicants with other appropriate experience and skills should apply.

Executive and Business Experience: A minimum of three to five years of experience working in the non-profit sector, preferably with a cooperative partner organization, or equivalent, and with an oversight board, of which three years must have been at an executive director level with visionary and staff management responsibilities. Experience with retail operations and inventory control. Demonstrated success at fund raising, recruiting members/partners and managing fundraising programs. Have proven ability to develop and execute a business plan. Have supervised no fewer than four subordinate positions.

Financial Ability: Excellent knowledge of non-profit fiscal management including budgeting, accounting, reporting, grant writing and grant management. Must have the ability to analyze financial policies and reporting for an effective operation.

Communication Skills: Excellent speaking and writing ability mandatory. Exemplary interpersonal skills with a problem solving forward thinking approach. The ability to communicate, both written and verbally, clearly and effectively on behalf of the organization with individuals, private sector businesses and organizations, media, educational community and national organizations is a must. Knowledge of effective use of websites, social media, and/or internet-based fund raising platforms is a plus.

Education and Abilities: Bachelor's degree or higher in Nonprofit Leadership or Management or a closely related field. Knowledge of Microsoft products (i.e. Word, Excel, PowerPoint, etc.) very important. Experience with donor/membership management program and QuickBooks accounting programs a plus.

Human Resource Skills: Knowledge of human resource systems, including hiring, staff development, training, evaluation, and how to initiate corrective actions to include terminations.

Personal Characteristics: Must be innovative, creative, self-motivated, flexible and results oriented. Must have the ability to articulate a vision and motivate people to achieve it. Be a team leader and work with a broad range of other organizations. Be able to inspire confidence with co-workers, trust of staff and volunteers by supporting their capabilities, ideas and independence. Be a person with unimpeachable integrity, a good sense of humor and a high level of energy. Develop an enthusiastic commitment to the mission of Land Between the Lakes National Recreation Area and the Land Between The Lakes Association, Friends of Land Between the Lakes.

CONDITIONS OF EMPLOYMENT:

- Salary commensurate with qualifications of the applicant.
- Work week of 40 hours typical but requires flexibility in scheduling and ability to work extended hours as required.
- 10 days paid personal time off per year
- 10 holidays per year.
- Workers compensation
- Unemployment insurance
- Flexible Benefit Plan contribution by employer with option for employee to contribute pre-tax.

AREA AND BACKGROUND INFORMATION:

Land Between the Lakes, located in western Kentucky and Tennessee, is a 170,000 acre peninsula surrounded by over 300 miles of undeveloped shoreline. The property is designated as a National Recreation Area and is managed by the USDA Forest Service.

The Land Between the Lakes' primary purposes are outdoor recreation and environmental education. Facilities include a living history farm, nature center, planetarium and observatory, and elk and bison wildlife viewing area. As available are 3 developed campgrounds, an equestrian campground and off-highway vehicle area, group camp facilities, and numerous dispersed camping opportunities. There are more than 200 miles of trails and abundant opportunities for wildlife viewing, fishing and hunting. Find out more by visiting www.landbetweenthelakes.us.

The Land Between the Lakes is located in a beautiful rural area with abundant low-cost housing. Kentucky's Murray State University is only 25 miles away. Tennessee's Austin Peay State University is within an hour's drive.

Interested Applicants:

Please send a resume with a cover letter and at least four references. Three references should be from past supervisors and at least one reference should be from a past subordinate. In addition to references, please include a signed statement authorizing the Land Between The Lakes Association to contact the listed references and inquire about past performance.

No phone calls please.

Apply to:

Howell Hopson
Executive Search Committee
P. O, Box 1725
Cadiz, KY 42211

Electronic submissions to: EDrecruitment@friendsoflbl.org