

LAND BETWEEN THE LAKES ASSOCIATION

TITLE: Executive Director

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

LOCATION: Land Between the Lakes National Recreation Area, Golden Pond, KY 42211.
The Land Between the Lakes is in western Kentucky and Tennessee.

The Land Between The Lakes Association (LBLA) is a 501 (c) (3), nonprofit organization that partners with the US Forest Service at the Land Between the Lakes National Recreation Area to provide educational programs, visitor information and volunteer opportunities to the public. It is governed by a 15-member Board of Trustees and is managed by a full time Executive Director and an eight-member management team. LBLA employees a staff of 21 full time and 30 to 35 part time/seasonal employees. The 2021 budget was \$2,300,000.

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 the Lakes (LBL) National Recreational Area.

The Executive Director reports to the Board of Trustees of LBLA and works in cooperation with the Advisory Board. The Executive Director manages the staff and works cooperatively with the U. S. Forest Service, which is the managing agency for LBL, 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 LBLA.
- Funds development through public outreach, member recruitment, and grants.
- Member/donor relations to grow and retain the LBLA member/donor base.
- Program development and oversight.
- Financial management in coordination with the Director of Operations: budgeting, accounting, and reporting.
- Review, execution, and monitoring of the Cooperative Agreements with the Forest Service.
- Public and media relations.
- Liaison between staff, Board of Trustees and Forest Service management.

Qualifications of the Executive Director Include:

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. Demonstrated success at fund raising, recruiting members/partners, and managing fundraising programs. Experience with retail operations and inventory control and have proven ability to develop and execute a business plan. Have supervised no fewer than 15 full-time employees.

Financial Ability: Excellent knowledge of non-profit fiscal management including budgeting, accounting, reporting, grant writing and grant management and 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 an innovative, problem-solving 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 and Google platforms 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 application of corrective actions to include termination.

Personal Characteristics: Applicants should be innovative, creative, self-motivated, flexible and results oriented. Must have the ability to articulate a vision and motivate people to achieve it. They should possess the ability to be a team leader and work with a broad range of other organizations. Be able to inspire confidence and trust of staff, partners, and volunteers by supporting their capabilities, ideas and independence. Be a person of the highest integrity, a good sense of humor and a high energy. Develop an enthusiastic commitment to the mission of the 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 personal leave (1st year)
- 15 days personal leave (2nd year)
- 20 days personal leave (5+ years)
- 11 holidays per year
- Workers compensation
- Unemployment insurance
- Flexible Benefit Plan contribution by employer with option for employee to contribute pre-tax.

For more detailed information, visit our website www.friendsoflbl.org. Under Home click employment opportunities and **EXECUTIVE DIRECTOR VACANCY ANNOUNCEMENT** tab.

No phone calls please.

Apply to:

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

Electronic submissions to: EDrecruitment@friendsoflbl.org.