



# Clear Lake Township Land Conservancy Executive Director Position Statement



## **The Opportunity**

---

The Clear Lake Township Land Conservancy (CLTLC) is an Indiana non-profit land trust serving an eleven square mile area of natural beauty and ecological diversity in the northeast corner of Indiana where it intersects with Ohio and Michigan. Centered around a glacial-formed and spring-fed 800-acre lake, the Conservancy currently protects over 100 acres of almost 20 preserves. The protected properties include an island, wetlands, oak savannas, a fen and prairies. Most of our properties are open to the public and are small in size.

The successful candidate will support our mission through three pillars: natural areas preservation, water quality improvement, and environmental education, all done to ensure protection of this special place for future generations.

## **Overview and Core Responsibilities**

---

By joining us, you will take leadership as only the second Executive Director since our founding in 1991. We seek an experienced and enthusiastic leader to continue the Conservancy's current progress as a trusted partner and knowledgeable resource in our community and region. We build strong and lasting relationships with community groups, local leaders, volunteers and funders. We are respectful, passionate, and collaborative in our relationships. A successful candidate will possess strong interpersonal skills, diplomacy, patience, and a sense of humor.

The Executive Director has overall strategic and operational responsibility for CLTLC's staff, volunteers, programs, and the execution of its mission. The Executive Director reports to the Board of Directors and works closely with the Executive Committee of the Board on annual objective- setting and evaluation. The Executive Director manages a small staff and is based in CLTLC's office in the Town of Clear Lake. The successful candidate's core responsibilities include:

## **Board of Directors**

- Ensure effective engagement of all Board members through regular communication with the Board President, by preparing high quality board materials, and through board meeting coordination, presentations and follow-up.
- Ensure appropriate level of staff support to the Board and its committees and participate in committee meetings as appropriate.
- Provide new Board member orientation.

## **Leadership**

- Create an inclusive environment and positive culture where staff is engaged, achievements are communicated and recognized, and individual and collective accountability and teamwork are fostered.
- Directly lead staff and build an environment that invites different viewpoints and results in clear business solutions, decision-making and effective communication.
- Supervise and direct staff in the performance of their duties, being ultimately responsible for ensuring the quality and effectiveness of their work.
- Evaluate the performance of staff members and provide overall direction for personnel functions.

## **Finance**

- Provide effective management and reporting of financial resources.
- Coordinate with contractual bookkeeper who is responsible for aspects of financial operations.
- Develop recommendations to the Finance Committee for management of operating funds and restricted funds.
- Oversee preparation of year-end financial reports and IRS Form 990 by a CPA.

## **Planning and Budgeting**

- Provide strategic leadership and ideas for the organization as a whole, engaging staff, Board members and stakeholders in effective planning efforts.
- Align the annual budget with strategic and annual plan priorities, creating opportunities for participation and feedback from staff and Board members.

## **Major Donors**

- Establish and maintain personal relationships with major donors.
- Initiate and lead campaigns for specific conservation projects when appropriate.

## **Project and Program Development and Implementation**

- Provide leadership on conservation projects with appropriate public engagement and partner involvement within the watershed.
- Oversee design and implementation of programs to meet goals in strategic and annual plans.
- Conduct internal evaluations of projects and programs and incorporate recommended improvements.

## **Communications and Representation**

- Reach out to partner organizations with related missions, identifying opportunities to strengthen existing efforts and initiating new ways to achieve common interests.

- Represent the organization in local, statewide, regional, national and other conservation forums designed to further land conservation.
- Ensure that external communications present a consistent organizational brand and showcase the organization’s achievements.
- Serve as spokesperson for the organization in public forums and with the media.
- Advocate for statewide and federal legislation to improve funding and policy in support of land conservation.

**Organizational Operations**

- Ensure compliance with all legal, contractual, donor and fiduciary obligations.
- Recommend policies to the Board for consideration and adoption to ensure efficient operations and performance.

**Qualifications**

---

- At least five years of successful senior management experience, ideally with a land trust or similar organization.
- Bachelor’s degree—advanced degree preferred—or equivalent work experience, in conservation, natural resource or land management, environmental science, or related field.
- A deep commitment to conservation.
- Experience with community engagement, including strong writing and public speaking skills.
- Experience in fundraising, organizational development, and budget development and management with diverse revenue sources.
- Experience preferred in working with non-profit boards and with non-profit accounting standards and management policies and procedures.

**Compensation and Benefits**

---

Start date: January 2023

Salary: \$65,000 - \$80,000 commensurate with experience.

Location: Clear Lake, Indiana office. Remote work is possible, but the Executive Director must live in the community and be in person as needed.

Benefits: Paid-time off; parental leave; flexible schedule; cell phone; mileage reimbursement; and professional development support, including local and out of town conferences and continuing education.

**How to Apply**

---

To apply, please email a cover letter, resume, and three professional references in a single PDF with “Executive Director” in the subject line to [EDsearch@clearlakeconservancy.org](mailto:EDsearch@clearlakeconservancy.org). The position is open until filled.

**Equal Opportunity Employer:** The Clear Lake Township Land Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status.