



Clear Lake Township Land Conservancy

Executive Director

May 2023

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, intersecting with Ohio and Michigan. Centered around a glacial-formed, spring-fed 800-acre lake, the Conservancy 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 the protection of this special place for future generations.

Overview and Core Responsibilities

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. In addition, the Executive Director manages a small staff based in CLTLC's office in the Town of Clear Lake. Clear Lake is located about five miles from Fremont, Indiana, and has a seasonal population varying from less than 300 in the winter to over 1,000 in the summer. 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 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 and achievements are communicated and recognized to foster individual and collective accountability and teamwork.

- 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 performing their duties, ultimately being responsible for ensuring the quality and effectiveness of their work.
- Evaluate staff member performance and oversee personnel functions.
- Coordinate, communicate, and manage an engaged volunteer base.

Finance

- Provide effective management and reporting of financial resources.
- Develop recommendations to the Finance Committee for managing operating 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, 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.

Program Development and Implementation

- Oversee program design and implementation to meet strategic and annual goals.
- Provide leadership on conservation projects with appropriate public engagement and partner involvement.
- Conduct internal evaluations of 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 supporting 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.
- Select, manage, safeguard, and maintain appropriate information technology tools for the organization.

Qualifications

- We are a small, established, growing organization in a rural setting with an appetite for innovative conservation projects. Ideally, our next executive director will have two or more years of successful management experience with a land trust or similar organization. The Conservancy also has a track record of working successfully with a less experienced conservation professional who demonstrates the talent and enthusiasm to develop into an executive role with us.
- 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 budgeting 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: By Late summer / Early fall 2023

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

Location: Clear Lake, Indiana office. The Executive Director must live within a 25-mile radius of the Town of Clear Lake and be in person as needed. Occasional remote work is possible.

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 with "Executive Director" in the subject line to 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.