Executive Director for Friends of Devil's Lake State Park - Baraboo, WI

The Executive Director (ED) will run the day-to-day business of the Friends and assist the Board and member volunteers to carry out its mission, events, and projects. The ED will also assist with the Capital Campaign for the new Educational and Interpretive Center as requested.

Key High Level Responsibilities:

- Participate in creating the strategic direction of the organization
- Execute the strategic direction
- Execute the annual plan & strategic projects
- Administer fundraising programs including grant pursuits
- Oversee social media efforts
- Keep spending within established budget
- Interact with key resources & outside parties in concert with the Outreach Coordinator
- Hire/direct additional staff as appropriate and approved by the Board
- Maintain close relationship with park staff
- Various administrative responsibilities

Time Commitment
40 hours/week (on a monthly averaged basis)

Wages & Benefits
A salary of $65,000 per year
10 days paid vacation per year
Travel expense (work-related) reimbursement
Ten paid holidays per year
Majority work from home or private office

This position does not include any benefits not expressly stated above

Schedule
Flexible. Attendance at board meetings and annual membership meeting are mandatory. Mandatory meetings and events may include evening and weekend dates. Attendance at ALL events is not mandatory.

Location
Work from home, with frequent on-site events and office work at Devil's Lake State Park.
Includes use of printing and copying equipment at park
Will be provided with a Friends owned laptop and software if necessary

Reports to

Friends board Executive Committee (President, Vice President, Secretary & Treasurer) with primary contact being the President

Requirements
Valid driver's license and access to a reliable vehicle
Bachelor's Degree from an accredited institution

Desired Qualities
The ideal candidate will be/have:

- Good interpersonal skills, builds rapport and relationships easily with board members, Friends members, and other stakeholders
- Highly self-motivated self-starter
- Able to think strategically and act on a daily basis in concert with strategic focus
- Able to prioritize among many tasks
- Independent, able to carry out projects with little guidance or supervision
- Strong communication skills. Able to communicate clearly and concisely to the Board and other stakeholders via email, phone and in-person.
- Strong writing and research skills
- Detail-oriented, high accuracy in work
- Able to understand and complete complex projects
- Understands the unique challenges and opportunities of working with a volunteer board.
- Proficient in use of Google Suite Documents, Spreadsheets, Meetings, and Microsoft Word, Excel, Squarespace, etc.

Task details:
- Staff monthly board meetings and monthly finance committee meetings
- Work closely with President to prepare for committee meetings
- Serve as frontline communication for the organization
- Undertake day-to-day administrative tasks, such as processing mail, ensuring deadlines are met, and responding to inquiries
- Maintain website and organizational calendar, oversee social media contractor, create and send monthly newsletter
- Working closely with accountant and treasurer, ensure invoices are promptly paid, review monthly financial reports and statements, deposit funds, track and acknowledge donor contributions
- Working with the Board and Outreach Coordinator, coordinate events and event planning and execution.
- Annually, assist with board development, recruitment, training, and policy review
- Participate and lead in annual strategic planning efforts, including staffing committees and leading projects as directed by the board of directors
- Facilitate annual newsletter and annual meeting planning
- Oversee marketing and communications strategy
- Oversee membership recruitment and retention strategy and membership software

- Liaise with DNR leadership
- Identify and pursue grant opportunities, manage existing grants, perform grant reporting, and other grant-related activities
- Manage dedication paver program
- Maintain usable, navigable Google Drive
- Update operations manual and document organization processes