

BLUE HERON HEADWATERS CONSERVANCY IS SEEKING AN EXECUTIVE DIRECTOR

Blue Heron Headwaters Conservancy (BHHC), a 501(c)3 nonprofit located in Clarkston, Michigan, seeks to hire a full-time Executive Director. This 52-year-old organization protects over 1500 acres on 60 preserves in the headwaters of four watersheds for the benefit of current and future generations. With five dedicated professional staff and about 120 enthusiastic volunteers, we promote community engagement through outreach, education, and awareness of environmental concerns. BHHC is looking for a dynamic and experienced individual to be the primary representative to our local and regional partners, continuing our excellence in collaborative land conservation.

The Executive Director will work closely with BHHC's Board of Directors to implement the Board's Strategic Plan in our recently expanded service area, furthering the sustainability of the organization and the protection of priority conservation sites. The Executive Director will lead BHHC in strategic planning, programs, operations and helping to cultivate relationships with key funders. Working closely with the current Donor Engagement, Communications, Database and Event Planning personnel, the Executive Director will manage the daily operations and provide overall direction aligned with strategic goals. Our ideal candidate will be a creative thinker, highly organized, and collaborative team leader who enthusiastically promotes our land protection, stewardship, education, and outreach programs. Salary between mid \$50K to mid \$70K depending on experience. Work to begin mid- 2024.

If you are qualified and interested, please submit a resume and cover letter to Emily Duthinh, Board President, at Emily@blueheronheadwaters.org with the subject line Executive Director Job Search. BHHC will accept applications beginning March 1, 2024.

Title: Executive Director

Reports to: Board of Directors

Areas of Responsibilities include:

Conservation & Community:

- Be the face of the Conservancy: engage in public speaking; develop collaborative relationships with municipalities, foundations, funders, and other organizations; represent BHHC in meetings with other conservancies; engage BHHC with environmental, technical, and scientific partners.
- Lead our mission of land acquisition, stewardship, education and outreach.
- Facilitate staff and volunteer stewardship of BHHC's existing properties to ensure ecological integrity and visitor safety.
- Keep abreast of land conservancy legislation/changes and current and projected environmental issues.
- Write and administer grants aligned with strategic goals and the organization's strategic plan.

Vision & Planning:

- Assist the Board of Directors to develop and implement long-term goals accordant with the Strategic Plan and provide oversight to ensure the organization is managed in a manner consistent with its mission and financial resources.
- Coordinate with Board President to set monthly and annual meeting agendas; attend Board and select Committee meetings (e.g. Finance, Stewardship, and Governance).
- Develop an annual revenue plan and budget in coordination with staff, Finance Committee and Board.
- Generate creative fund development ideas for new revenue streams.
- Prepare and oversee implementation of a fundraising plan with the Donor Engagement Specialist, Board Treasurer, and others.

Leadership and Management:

- Lead office operations and maintain our strong culture of cooperation, mentorship, and community.
- Ensure organization complies with Board-established policies and procedures.
- Collaborate with staff to plan, communicate, and manage major events and educational/outreach programs. Use current and emerging software (e.g. Salesforce) to promote digital marketing strategies.

- Supervise staff and Human Resources: lead staff meetings; oversee and coordinate staff actions; evaluate workforce; coordinate payroll and employment decisions.
- Oversee annual audit / financial review and handle all organizational tax obligations. Monitor payables/receivables and monthly P&L; coordinate with Treasurer; supervise bookkeeper; ensure organization complies with financial policies.
- In coordination with the Board, identify and manage risks associated with properties, violations, finances, cyber security and IT management, and legal matters.
- Propose future initiatives and lead the organization's accreditation efforts.

Minimum Qualifications

- Commitment to the conservancy's mission
- Previous experience in environmental non-profit leadership
- Bachelor's degree
- Outgoing, professional, collegial, resourceful, and collaborative
- Excellent leadership skills; experience with project management and budget planning; excellent communication, interpersonal, and problem-solving skills
- Flexibility to work a varied schedule that will include some evening and weekend responsibilities
- Ability to work in a standard office space, driving needs, and walking across terrain as needed

Our Ideal Candidate

- At least 5 years of relevant non-profit leadership with knowledge and experience in land conservation.
- Able to provide strong entrepreneurial and innovative leadership to grow an organization while sustaining its current success.
- Experience with successful fundraising techniques.
- Proven track record of developing successful partnerships.
- Experience working with a Board of Directors.
- Familiar with current technology.

Compensation and Benefits

- Full time salary commensurate within the non-profit field in the mid \$50K to mid \$70K based on experience.
- Adaptable work schedule and a highly supportive team culture.

How to Apply

Please submit a resume and compelling cover letter to Emily Duthinh, Board President, at Emily@blueheronheadwaters.org with the subject line Executive Director Job Search. BHHC will accept applications beginning March 1, 2024.

Independence Land Conservancy d/b/a Blue Heron Headwaters Conservancy is an equal-opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or other characteristics protected by law.