

Executive Director

Loudoun Wildlife Conservancy



Reports To: Board of Directors

The Executive Director reports to the Board of Directors with direct reporting to the President of the Board. An annual performance review of the Executive Director is completed by the Board President, with input from the Board.

Reporting to this position: Volunteer Program Coordinators and Part-time Staff to include the following:

- Volunteer Coordinator
- Management Specialist
- Conservation Advocacy Specialist
- Office Management and On-line Outreach Specialist

Salary range: This is a Full-Time exempt position with a salary range of \$70,000-\$85,000 commensurate with experience. This position offers flexible work week hours but requires commitment to and participation in numerous meetings and events as they occur outside of regular business hours.

Benefits: Paid time off and federal holidays, and with the new Executive Director the Board of Directors will explore the best option for providing paid health benefits.

Summary: Loudoun Wildlife Conservancy is in search of a passionate, driven, and dedicated Executive Director to spearhead efforts in boosting membership, expanding fundraising initiatives, enhancing diversity, and harnessing the full potential of our members, volunteers, and staff.

About us:

Loudoun Wildlife Conservancy is a membership based non-profit focused around local environmental issues in Loudoun County, Virginia.

Our Vision: People and wildlife thrive together.

Mission: We inspire, motivate, and engage people to protect, preserve, and restore wildlife habitat in Loudoun County.

Our Values:

- **Passion:** Our passion for wildlife and habitat protection drives our commitment to what we do.
- **Stewardship:** We are good stewards of our gifts.

- **Partnership:** We partner with other nonprofits, government agencies, donors, and members to carry out our mission.
- **Diversity:** We actively engage everyone in the conservation of nature.

Location: Hybrid. Leesburg, Virginia

Office work can be performed remotely via telework. Many other aspects of the position cannot be performed remotely, including, but not limited to, field trips, events, presentations, outreach, local government committee meetings, public comment, etc. In-person work may occur at Loudoun Wildlife's office at Morven Park in Leesburg or at other locations within Loudoun County.

Mission, Management, and Administration

1. Helps the Board and staff determine and align to the values, mission, vision, and short and long-term goals of the organization. Keeps the Board fully apprised of developments, financial matters, and all other issues with the potential to impact – positively or negatively – the reputation, health and welfare, and sustainability of Loudoun Wildlife Conservancy.
2. Implement the strategic plan throughout the organization; develop and coordinate action plans across all program areas; report back measurable progress of these actions plans to the Board.
3. Builds and works in collaboration with a developing strategic Board to identify problems as well as opportunities and brings these to the Board and/or its committees as appropriate to facilitate discussion and deliberation; recommends and manages timelines, solutions, policy positions, and strategic action.
4. Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
5. Coordinates the work of the Committee Chairs and works with the Committees to develop, review, and implement goals and objectives. Supports Committee Chairs and volunteers on projects and activities, fostering a collaborative and rewarding work environment in which the contributions of all volunteers and employees are valued.
6. Participates as a non-voting member in Board meetings; assists with scheduling, setting agendas, collecting metrics, and providing background or developing information.

Fundraising and Development

1. Responsible for substantial fundraising and membership growth with assistance from the Board, Program Coordinators, and staff including working with individual donors and obtaining grants.
2. Responsible for administering grants and serves as the designated contact person for Loudoun Wildlife Conservancy grants.
3. Helps guide and enable the Board and its individual members to participate actively in the fund development process.
4. Responsible for maintaining sound financial practices and overseeing the development and management of the approved annual budget and operating plan. Work closely with bookkeeper, accountants, and Treasurer on financial reporting matters.

Community Relations

1. Responsible for promoting and advocating for the Loudoun Wildlife Conservancy vision and mission, within the public and private sectors, for issues relevant to the organization, its mission, and its members. This may include speaking for Loudoun Wildlife Conservancy at appropriate local and regional meetings, conferences, and workshops, communicating knowledgeably and enthusiastically about the organization's vision, mission, and activities.

2. Listens to members, volunteers, donors, and the community to improve services and generate community involvement.
3. Fosters and develops a network of contacts.
4. Collaborates with local and appropriate environmental organizations, businesses and governments to promote environmentally friendly policies which align with our mission.

QUALIFICATIONS

- Proven integrity and leadership skills with unquestionable ethics
- Bachelor's Degree or equivalent experience
- Demonstrable knowledge of conservation, environmental science, and related issues
- Demonstrated management experience with wildlife conservation, project management and volunteers within a non-profit organization
- Excellent organizational and communication skills, including the ability to be a liaison with the Board, the staff, volunteers, and the public
- Knowledge and/or experience in the following areas: Growing membership, fundraising, finance and fiscal oversight, human resources, Diversity Equity Inclusion Justice, oral and written communications, public relations, program planning and evaluation, and governance

CONTACT by email only. NO PHONE CALLS, please.

To apply, submit resume and cover letter to: info@loudounwildlife.org