



## Executive Director Position Description

**Overview:** The Executive Director is the leader and primary representative of the organization, responsible for accomplishing Wild Ones' mission through management of staff, national programs, fundraising, chapter and membership development, and partnerships with other organizations. Reports to the Board of Directors through the Board President. Hours negotiable.

**Location:** May be based at the national headquarters, the WILD Center in Neenah, Wisconsin, or may be remotely-based.

### Responsibilities

#### ***Leadership & Organization Management***

The Wild Ones Executive Director will:

- Lead Wild Ones in advocating for natural landscaping with native plants.
- Promote Wild Ones by serving as the organization's primary public representative. Provide a positive image and experience of the organization while advancing its mission through excellent written and oral communication. Regularly communicate with board, chapters, members, partners and staff.
- Direct staff in their work to increase membership. Evaluate and report membership trends.
- Develop tactics and manage resources that achieve the organization's mission and strategic goals as set by the Board of Directors.
- Ensure adherence to Wild Ones' policies and guidelines.
- Report to and serve as an ex-officio member of the Board; advise the board and its committees as needed.
- Manage operations and use available resources in an efficient, effective, and secure manner.
- Hire, develop, supervise, and retain appropriate staff as budgeted. Sustain a positive work culture that supports Wild Ones values and encourages collaboration, innovation, and high performance.
- Ensure the WILD Center's efficient functioning through staff and volunteers.

#### ***Internal and External Communications***

- Communicate Wild Ones mission, goals, activities, and accomplishments regularly to members, staff, the board, honorary directors, chapters, and the general public.
- Provide input, review, and oversee production of the Wild Ones Journal; oversee production of educational and promotional materials.

#### ***Fundraising and Development***

- Lead and oversee fundraising.
- Promote membership and chapter development through personal contacts, professional presentations,

marketing activities, and effective member services.

- Identify opportunities for, and promote development of, partnerships with like-minded organizations to advance Wild Ones mission.

### ***Financial Oversight***

- Develop an annual operating budget for Board approval in collaboration with the Board Finance Committee.
- Ensure financial audits, reviews, tax returns, grants, and contracts are completed on a timely basis.
- Advise the Board on, and ensure compliance with, all state and federal regulations.
- Safeguard the organization's assets and provide timely reports to the Board of Directors to keep members informed of operational, fundraising, and financial status, and any issues that arise.
- Maintain financial controls in consultation with the Finance Committee.

## **Qualifications**

### ***Essential***

- 3+ years of management experience in a non-profit organization, including:
  - Budgeting and financial management,
  - Managing office operations and service programs,
  - Managing staff, and
  - Fundraising and grant-seeking.
- Public relations experience with the ability to engage with a range of stakeholders and cultures.
- Experience with on-line communication and marketing tools, including use of websites and social media, as well as publication of printed materials.
- College degree or equivalent experience in a field related to environmental education or organization management.

### ***Desirable***

- Experience managing a multi-state or multi-chapter volunteer organization.
- Background in working with a governing board.
- Experience promoting and managing organizational partnerships.
- Knowledge of:
  - State and federal requirements governing non-profit organizations.
  - Environmental issues, the science related to them, and knowledge of natural landscaping and native plants.

**To Apply . . .** Send resume and cover letter to [edsearch@wildones.org](mailto:edsearch@wildones.org).

Salary range \$55,000 – 62,000, depending on experience and background. Hours negotiable.

This position will be open until filled.