



## Position Description - Executive Director

### Job Summary:

The Executive Director is responsible for providing strategic leadership to the organization and overseeing its operations, including seven key functions: strategic planning, staff management, financial management and fundraising, land and facilities management, conservation efforts, education and community engagement.

**Reporting Relationships:** Work performed is under the general direction of the Board of Directors. The Executive Director is responsible for supervising the staff, currently six full- and part-time employees, and additional seasonal interns.

### Key Responsibilities:

- Oversee all conservation efforts and activities focusing on the maintenance and restoration of habitats and preservation of natural resources of the approximately 1,500 acres. In addition, there are several buildings which belong to Woodland Dunes.
- Develop and implement innovative and attractive education programs and activities for visitors of all ages, including school groups, community organizations, and the general public.
- Manage and mentor staff and volunteers, including recruitment, training, and evaluation. Strive for a positive and supportive work environment to ensure staff members are motivated and equipped to fulfill Woodland Dune's mission.
- Develop and maintain positive relationships with the local community, including donors, volunteers, government agencies and the general public. The Executive Director serves as the primary spokesperson for the organization, representing its mission, vision and goals which in turn enhance the organization's visibility and funding base.
- Manage the organization's budget following standard accounting practices and formulate long term financial goals with input from the Board of Directors. Develop effective fund raising and pursue grants to ensure the financial sustainability of the organization.
- Work closely with the Board of Directors and its committees to develop and implement the organization's strategic plan and goals.
- Maintain the integrity and sustainability of the nature center and preserve, ensuring that it remains a valuable community resource for generations to come.

### Physical Demands:

This position may require some physical activity, such as walking, hiking, and standing for extended periods, as well as occasional lifting of up to 25 pounds.

### Work Environment:

The Executive Director will primarily work in an office environment, but will also spend time outdoors on the nature preserve and at community events. Work hours may vary, including some evenings and weekends.

In fulfilling the duties and responsibilities listed above, the Executive Director will ensure that Woodland Dunes complies with all the relevant laws and regulations.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The Executive Director may be required to perform other duties as assigned by the Board of Directors.