



Job Announcement: Executive Director

Location: Bailey's Harbor, WI (www.ridgessanctuary.org)

General Position Description: Executive Director

The Executive Director is responsible for leading The Ridges Sanctuary, Inc. (TRS) in a manner that fulfills its mission of inspiring stewardship of natural areas through programs of education, outreach and research. The Executive Director provides leadership, strategic direction, fundraising, human resource and financial management, and administration for TRS. The Executive Director oversees communications and inspires engagement with the membership, the public, and federal, state, and local government agencies. The Executive Director is the senior staff person of TRS and is hired by and responsible to the Board of Directors. The President of the Board serves as primary liaison with the Executive Director. The Board evaluates performance of the Executive Director in relation to the responsibilities of the position, and annual and long-term goals established by the Board. Compensation is set by the Board.

About The Ridges Sanctuary

Incorporated in 1937, the Ridges Sanctuary has grown thoughtfully and strategically from its original 30-acre parcel to over 1,600 acres in and around Bailey's Harbor to insure the protection of some of the most biologically diverse areas of Wisconsin. The Ridges includes a LEED Certified Nature Center, an ADA accessible boardwalk, rustic trails, two fully restored historic Range Lights and a Family Discovery Trail. Our mission is to protect the Sanctuary and inspire stewardship of natural areas through programs of education, outreach and research.

The Ridges is dedicated to protecting the distinctive topography for which it is named – a series of ridges and swales formed by the movement of Lake Michigan over 1,100 years.

The Sanctuary is located in northeastern Wisconsin on the Door Peninsula which separates Lake Michigan from the Bay of Green Bay. Door County, often called "The Cape Cod of the Midwest", has a "small town" feel with the cultural amenities of a larger community. The county has nearly 300 miles of shoreline and is home to 5 Wisconsin state parks. The area is a major destination for visitors from the Milwaukee, Chicago and Minneapolis metropolitan areas. The year-round population of Door County is 27,000 and rises in the summer months to over 100,000 with the return of seasonal residents.

In addition to the Executive Director, TRS has 3 full time staff and 8 part-time staff. The annual budget is approximately \$1,000,000.

Essential Duties and Responsibilities

Administration and Operations

- Lead, coach and develop a high-performance staff to carry out strategic and operational goals. Establish an organizational structure including an effective management team.
- Ensure the use of sound human resource and management practices.
- Maintain a workplace environment that attracts, retains, and motivates a diverse high-quality staff.
- Ensure development and implementation of TRS programs to carry out the organization's mission.
- Ensure development and implementation of effective membership and volunteer programs.
- Ensure that TRS is meeting all legal requirements (local, state, federal) including those required to protect its 501c3 non-profit status.
- Provide for appropriate storage and retention of key TRS corporate and legal documents.
- Oversee the management and maintenance of facilities.

Financial Performance and Fundraising

- Oversee TRS financial, asset management, and risk management programs to maintain the fiscal integrity of TRS.
- Provide fiscal management by ensuring preparation and management of annual operating budgets consistent with planned programs.
- Oversee TRS detailed revenue development plans, fund-raising strategies, and programs (including donations and legacy gifts) to meet annual and long-term financial goals.
- Participate actively in implementing fundraising strategies and tactics.
- Engage personally with donors and cultivate strong relationships with foundations, major donors, and corporations.
- Oversee development of foundation proposals and identify opportunities to apply jointly for funding with partner organizations.
- Ensure development of strong fee-based revenue sources (program services, special events, Nature Store, etc.) that contribute to meeting financial goals.
- Oversee all TRS capital campaigns.

Marketing, Communications and Outreach

- Serve as spokesperson and advocate for TRS.
- Network with conservation, land management and community organizations, corporate partners, universities, elected officials, and governmental agencies to promote the mission of TRS.
- Ensure active and broad volunteer programs.
- Deepen and refine all aspects of communications (publications, website, social media) with the goal of creating a strong brand.
- Ensure development of a comprehensive marketing plan for TRS.

Board Relationships

- Attend Board meetings and serve on Board committees as requested. Work closely with the Board to define and develop policy and strategic direction for TRS. Serve as liaison and communicate effectively between Board and staff.
- Report to the Board achievements and barriers in meeting strategic plans, and annual goals. Recommend revisions to strategic plan and goals as needed.
- Communicate effectively with the Board and provide, in a timely and accurate manner, information necessary for the Board to make informed decisions. Provide strong staff support and reports and data on operations and finances to the Board, including proposed annual budgets and regular financial statements that accurately reflect the financial condition of the organization.
- Support the role and on-going development of the Board to improve its effectiveness.

Education Programs, Land Protection, and Research

- Oversee the development of environmental education programs for all levels of learners. Ensure environmental education programs are of high quality and are designed and developed to complement TRS's mission.
- Oversee development and implementation of effective land management programs and policies to ensure protection and the long-term integrity of the TRS ecosystem.
- Oversee development and implementation of TRS research programs.

Essential Requirements

- Proven ability to raise funds to support non-profit operations and programs.
- Proven ability to cultivate relationships with donors, members, the community, and external partners.
- Experience in balancing human, financial, and capital resources.
- Strong communication skills, with the ability to communicate effectively with a diverse audience and to be the public face of TRS.
- Proven team building skills.
- Experience in managing individuals with diverse backgrounds and responsibilities.
- Strong coordination, time management, and organization skills.

Preferred Characteristics

- Prior land trust/conservation experience is highly desirable.
- Performance management experience.
- Ability to manage multiple projects in a fast-paced, non-profit environment.
- Experience in strategic planning.
- Goal oriented and results driven.
- A passion for preservation of natural places and inspire that trait in others.
- A positive attitude, sense of humor, and is energetic, creative, and focused.
- Experience with the use of technology to optimize organization's operations.

These skills are typically acquired by a combination of a bachelor's degree in a field related to environmental studies/non-profit management and 7 to 10 years of progressively more responsible experience with non-profit organizations.

Compensation:

This is a full-time salaried position with partial schedule flexibility and the need to work some evenings and weekends. Salary commensurate with experience. Benefits include: Paid holidays, vacation time, sick time, health and retirement plans.

Start Date:

No later than January 1, 2021

To Apply:

Send resume and cover letter to **execdirapply@gmail.com**. Resumes will be accepted until August 14, 2020. (Electronic submissions only, please)

The Ridges Sanctuary is an Equal Opportunity Employer

June 29, 2020