



Wisconsin Association of Lakes

A nonprofit group of citizens, organizations, and businesses working for clean, safe, healthy lakes for everyone.

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Position Description

Title: Executive Director

Wisconsin Association of Lakes

Date: January, 25 2008

Job Objective or Purpose:

The primary objective of this position is to lead and take an active role in the Wisconsin Association of Lakes' (WAL) development efforts to secure the financial resources necessary to meet WAL's mission of "working for clean, safe, healthy lakes for everyone." This position will also provide administrative and managerial focus to WAL and the WAL staff and be responsible for all staff activities. In addition, this position will engage the WAL Board and the Wisconsin Lakes Partnership in meeting development and other WAL long-range goals.

This position reports to the President of WAL, is ultimately responsible to the WAL Board of Directors and shall follow the policies and direction adopted by the WAL President and Board.

Essential Functions:

- Lead, and take an active role in WAL's:
 - Development planning and implementation efforts to meet development goals established by the WAL Board of Directors for corporate, individual and organizational memberships.
 - Fund raising plan, including a major donors program, to meet goals established by the WAL Board to assure the long-term financial health of WAL.
 - Writing of grants to fund programs and projects that meet WAL's long term goals.
- Prepare the annual WAL operating budget, as well as budgets for contracts and grants, for review and approval by the Board, and monitor and administer these budgets; manage cash flow, be responsible for the fiduciary needs of WAL, insure that all required local, state and federal filings are proper and timely; and, with the Treasurer, prepare monthly financial reports for submission to the Board.
- Together with the Executive Committee, handle staffing decisions related to positions approved by the Board and provide direction, leadership and mentoring to WAL staff.
- Coordinate with staff the development of office processes and procedures, including information technology and the purchase of equipment and services within budget parameters.
- Coordinate, in conjunction with the Officers and Members of the WAL Board:

1. The implementation of WAL's long range goals of serving as the statewide advocate for lakes; increasing citizen involvement as local advocates for lakes; developing a lake ethic in Wisconsin communities; and supporting science-based lake management decisions.
2. WAL's efforts to negotiate the DNR Lake Classification and other contracts and ensure that the terms and conditions associated with these contracts are met.
3. The effectiveness of Board Members in meeting WAL goals and objectives together with Board Leadership.
4. WAL's representation on various statewide efforts related to lakes, including the Wisconsin Lakes Partnership.
5. The assessment of impacts on Wisconsin lakes and WAL from legislative and regulatory initiatives, and the shaping of legislation and regulatory positions for WAL in connection with WAL's Legislative/Legal Committee and WAL's Lobbyist.

Internal / External Interactions:

- WAL staff
- DNR Lakes Team and other DNR staff.
- UW-Extension Lakes Program staff
- WAL Board members and associated Board Committees
- Individual lake organizational members (Associations, Districts, County-wide, other)
- Corporate members of WAL and business partners
- Individual WAL members supporting Wisconsin lakes
- Non-Wisconsin state and national organizations representing lakes
- Other conservation organizations

Minimum Requirements:

Education: Bachelor degree. Graduate degree preferred.

Experience: Broad knowledge in and demonstrated ability to obtain funds (Development); experience with working with a governing Board of Directors of a non-profit organization and other stakeholder organizations; and demonstrated supervisory experience. Significant experience with managing the financial affairs of a non-profit organization. Working knowledge of computer systems related to administration of and financial management of a non-profit organization, including Quickbooks. Existing relationships with conservation community members and Wisconsin Lakes Partnership members helpful.

To Apply:

Please submit letter of application stating your qualifications and experience relative to the essential functions of this position, professional resume, three references, and salary requirements by February 29, 2008 to: Wisconsin Association of Lakes. Attn: ED Search Committee. 4513 Vernon Blvd., Suite 101. Madison, WI 53705. E-mail applications are acceptable; please send to: walgen@tds.net

All Executive Director application materials will be held in confidence. No calls please, unless you need clarification on the application process.

The Wisconsin Association of Lakes, Inc. is an equal opportunity employer.

The above position description statements reflect the general details necessary to describe the principle functions of the occupation and should not be construed as a detailed description of all the work requirements that may be inherent in the occupation.