

August 23, 2010
WCPC EXECUTIVE DIRECTOR - POSITION DESCRIPTION

SUMMARY:

West Creek Preservation Committee (WCPC), a successful grass-roots conservation organization based in Cuyahoga County, Ohio, is seeking a qualified candidate to fill the newly established position of Executive Director. The WCPC mission is to conserve the natural, historical, and recreational resources of the West Creek Watershed and its vicinity by protecting and restoring natural lands and developing a greenway and recreational trail network. In addition to substantial hands-on responsibility for implementing day-to-day operations, the Executive Director is responsible for financial, program, and administrative management, executing decisions and policies of the Board of Directors, and achieving the organization's objectives. Direction is provided by the Board of Directors and its Chairman.

EDUCATION AND EXPERIENCE

An undergraduate degree, prior full-time managerial experience, and at least five years of active and relevant conservation experience are required.

ESSENTIAL DUTIES

Other duties may be assigned.

- Leadership in the development, implementation, and evaluation of short and long range plans and policies; provides advice and counsel to the Board to assist in setting policies and monitoring the performance of the organization; recommends new policies, programs, and action plans that advance the vision of the organization; executes Board decisions.
- Development of fund-raising strategies and responsibility for major gift and donor solicitations; creates and implements new marketing strategies and programs to ensure the growth and stability of the organization.
- Management and supervision of all assigned staff; makes staffing decisions and creates HR-related policy.
- Administration of overall operations; reviews and evaluates the results of program activities; oversees contractual obligations; allocates resources for greater program effectiveness; and develops organizational and administrative policies and program objectives for Board consideration.
- Financial management; develops and implements the annual budget.
- Administration of grants; oversees the applications process and use of funds; interprets financial reports and manages an annual budget of over \$1 million.
- Support of activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Service as liaison with the Board of Directors in order to inform the Board of the everyday operations, chart future growth for the Board, and help create policies, programs, and strategic direction.
- Service as liaison with other organizations; be the most visible and recognizable personality within the organization, responsible for properly communicating WCPC's vision internally and externally.

QUALIFICATIONS

Must have demonstrated skills in:

- Forging and nurturing active partnerships among entities and organizations who share common goals
- Leadership and organizational management
- Staffing and supervision
- Finance and accounting
- Marketing, promotions, and public relations
- Planning organization-wide activities; ability to set objectives, develop strategies, budget, develop policies and procedures, and organize the functions necessary to accomplish the activities
- Independent judgment
- Oral and written communications; ability to interpret legal documents, technical procedures, and governmental regulations; write reports, business correspondence, and procedure manuals; give presentations to and respond to questions from a range of audiences.

Resumes from well-qualified candidates must be received by September 15, 2010. Send to jefflennartz@sbcglobal.net or West Creek Preservation Committee, P.O. Box 347113, Parma, OH, 44134.