



June 8, 2017

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## POSITION DESCRIPTION

### Executive Director

#### Hiring Statement

The Indian Lake Watershed Project invites applications for its Executive Director who will plan and coordinate policies and programs to accomplish the objective of the organization which focuses on the water quality of Indian Lake and its tributaries. The executive director represents the watershed project on the local, regional and state levels. A knowledge of watershed and agricultural management and practices is preferred.

The Indian Lake Watershed Project is a 501(c)3 non-profit organization whose mission is “to facilitate and promote actions that will improve water quality for the benefit of recreation, agriculture, wildlife, and other users of the Indian Lake Watershed aquatic resources.” The watershed project was formed in 1990 for the purpose of addressing the sedimentation problem that existed at Indian Lake. The organization has worked successfully for the past 27 years with the watershed agriculture producers and landowners in the 3 county watershed area to establish the water quality standards that enjoyed today at Indian Lake. This is a full-time position with competitive benefits and salary dependent on candidate background and skills. All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.

#### Qualification

The applicant must have experience in group organization and facilitation, agriculture and watershed management, project and program development and implementation in a related field, and demonstrate good leadership ability and organizational skills. Must be experienced with computers, audio-visual, and other office equipment. Knowledge of QuickBooks or other related bookkeeping/accounting program is recommended.

#### General Description of the Position

The Executive Director is the sole employee of the Indian Lake Watershed Project Board of Directors. The Executive Director is responsible for executing the various goals stated in the project's Long Range Plan, knowledgeable in grant writing to obtain funding to achieve those goals and facilitating those grants. The director also serves as financial officer of the organization.

#### Principal Duties and Responsibilities

- Works with a high degree of independence, while communicating and strategizing regularly with the board of directors and its officers.
- Responsible for the implementation and updating of the existing Long Range Plan
- Supervise and coordinate business activities
- Manage day-to-day operations of the organization
- Provide monthly reports for Board of Directors and Executive Committee
- Act as liaison between and among all participating local, state, and federal agencies, organizations, and government
- Prepare grant applications for additional project funding
- Organize and conduct effective meetings
- Serve as financial officer of the organization
- Filing of IRS Form 990 for non-profit organizations annually

#### Knowledge, Skills, and Abilities

- Knowledge of current practices, principles and technological developments of watershed management, water quality and agriculture
- Knowledge of leadership and negotiation techniques and ability to build professional relationships with local, state and federal legislators
- Ability to establish and maintain professional networks to accomplish goals

- Skill in grant procurement and administration
- Strong verbal communications skills and demonstrated ability to write persuasively
- Knowledge of QuickBooks or similar bookkeeping/accounting program

### **Physical Demands and Work Environment**

Work is performed in both an office environment and in the field conducting educational outdoor programs. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted.

### **Application**

Please submit a cover letter, curriculum information, three references with contact information to:

Indian Lake Watershed Project Board of Directors  
324 County Road 11  
Bellefontaine, Ohio 43311  
Attn: Executive Director Position