

Job Description

Executive Director for Oxbow, Inc. and Oxbow of Indiana, Inc. (Oxbow)

The Executive Director will report to the Board President and work with the guidance of the Board and its committees. They will develop for Board approval a strategic plan for achieving the mission and vision of the organization and execute the strategic plan.

In order to meet these expectations, the Executive Director must understand the legal aspects of building, developing and maintaining a land trust, build internal capacity, expand outreach to the community, establish and maintain financial security, and build effective partnerships with supporting organizations. Executive Director will act as spokesperson for the organization and be responsible for designating another should Executive Director not be available.

Expected distribution of duties is expected to be 40% Leadership in Conservation and Habitat Protection, 20% Administration, 20% Public Relations, and 20% Building Organizational Health (staff development, increasing membership, growing funding, and building community respect).

These duties will include but are not limited to:

- Oversee and lead the protection and improvement of the floodplain managed by Oxbow.
- Manage Oxbow's response to any threats to the organization or the Conservancy.
- Establish clear patterns of authority, responsibility, communication, and supervision among staff and serve as liaison between the staff and the Board.
- Lead staff development and training.
- Final arbiter of employment decisions.
- Model desired team attitude and behavior.
- Manage use of media and electronic communication and recordkeeping tools.
- Build relationships with members, volunteers, and the media while building community support and strengthening community relations.
- Oversee public and member events.
- Develop and implement fundraising strategies.
- Develop and implement an operating budget.
- Operate wherever possible by Land Trust Alliance standards and practices.
- Inform the Board and sub-committees on a regular basis of the organization's operations, challenges and pathways to solutions of issues.

- Lead efforts to complete all federal, state and local reporting requirements to ensure compliance with regulations.

Provide vision to lead organization into the future.

Other requirements:

- Flexible hours that may require working some weekends, evenings, and holidays as needed to meet the needs of the organization.
- The Executive Director must demonstrate experience of working in a variety of settings, knowledge of the flora and fauna of the area.
- Effective communication skills and ability to plan, organize, and conduct activities in this environment,
- Perform multi-faceted projects in conjunction with day-to-day activities.
- Get along with diverse personalities, displaying tact, maturity, leadership and flexibility.
- Exchange ideas, facts and information clearly and concisely in all communications.

EDUCATION/SKILLS:

- Education: Minimum Bachelor's degree in Conservancy, Land Management or related field, with relevant experience accepted, Master's Degree Preferred.
- 5 years of experience preferred
- Solid proven experience, knowledge and ability to efficiently use Microsoft Office products such as Word, Excel, PowerPoint and other office software.

PHYSICAL AND MENTAL REQUIREMENTS:

- Oxbow is a land conservancy organization and as such includes many acres of rough terrain. This hands-on position will require exposure to uneven walking surfaces, heat, sun, rain, insects and wildlife.
- See, hear and successfully communicate -- including the ability to speak, write and read with comprehension.
- High energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities.
 - Physical requirements include sight, hearing, and sitting for four plus hours per day. Ability to move freely about in the Oxbow Nature Conservancy
 - Lift up to 40 pounds.
 - Valid Driver's License and driver's Insurance.
 - Pass background check.

RELATIONSHIPS:

Internal: Maintain close contact with the Board Chair, Administrative Assistant, Finance Committee, Land Stewart and members.

External: Build and maintain a healthy rapport with community leaders, governmental agencies, funders, and community members.