



Indiana Wildlife Federation

Executive Director Job Description

Organization Overview

The Indiana Wildlife Federation (IWF) traces its roots to 1938 and is the oldest statewide conservation organization in Indiana. IWF actively engages in fish and wildlife policy and promotes hunting, fishing, wildlife watching, outdoor recreation interests, and science-based wildlife management practices. IWF encourages establishing and enhancing habitat to maintain a healthy and sustainable environment and offers a variety of programs that provide resources, tips, and guidance for incorporating these changes into landscapes. IWF's membership is composed of individuals, businesses, conservation clubs and organizations dedicated to the wise use of Indiana's natural resources. IWF is the state affiliate of the National Wildlife Federation.

Job Overview

The Executive Director reports to the IWF Board of Directors and is responsible for leading and managing the organization in a manner that will accomplish the goals and mission of the organization.

Key Responsibilities

50% - Development and Fundraising

1. Produce and implement a fundraising and development plan to support the IWF budget and operations.
2. Research and apply for grant funding consistent with IWF's vision, mission, and strategic plan.
3. Continue developing corporate giving, planned giving, and member/donor development strategies.
4. Design, produce, and mail membership renewal and annual appeal fundraising campaigns each year.
5. Explore alternative and diverse funding sources.
6. Pursue special event opportunities with support and participation from the Development Committee and volunteers.

25% - Communications, Education, and Outreach Activities

1. Responsible for managing all of the organization's communications and public relations.
2. Review content of all publications, annual report, news releases, website, newsletters, and public statements for consistency with IWF goals and mission.
3. Manage all IWF programs including Certified Wildlife Habitat, Landscaping the Sustainable Campus, Certified Sustainable Trails, Habitat Workshops, Monarch Taggings and all outreach activities.
4. As the representative of IWF, make public appearances to convey information about conservation issues and other activities of IWF.
5. Work with staff and interns to maintain the website and other outreach with pertinent and current information on programs, conservation issues, events, and other news.

15% - Administrative, Financial, and Board Governance

1. Supervise IWF staff and interns. Currently IWF employees 2 full-time program staff and one contract accountant.
2. Establish administrative policies and procedures that will comply with the IWF By-Laws and fulfill the goals and objectives as set forth in the strategic plan.
3. With the assistance of the Treasurer and the Finance Committee, provide fiscal management of IWF and its functions.
4. With the assistance of the Accountant and the Treasurer, prepare a preliminary budget and monthly finances for submission to the Finance Committee.
5. Coordinate and provide resources for all board meetings, the IWF annual meeting, and committee meetings.

10% - Conservation and Natural Resources Policy and Issues

1. Assist the Program and Policy Committees in identifying, analyzing, reporting, and managing IWF involvement in natural resources and conservation issues.
2. Manage policy agenda and yearly legislative priorities with the Policy Committee.
3. Involve membership in IWF's policy agenda and ensure that members and the Board are aware of emerging issues and legislative priorities.
4. Represent IWF on key policy issues.
5. Coordinate with NWF and NWF Great Lakes Regional Center on conservation issues that Indiana can influence.

Qualifications

- Minimum of a BA/BS degree in a relevant field.
- Strong background in conservation issues. General knowledge of wildlife and natural resources science and wildlife and habitat management practices are a plus.
- Substantial experience (at least 5 years preferred) with staff and program management.
- Demonstrated success as a fundraiser including writing grants, securing sponsorships, and building and maintaining relationships with donors.
- Prior nonprofit experience is a strong plus, preferably in leadership.
- Experience developing and managing organizational budgets.
- Excellent written and oral communication.
- Ability to effectively coordinate and organize multiple projects and tasks.
- Proficiency in basic computer programs and skills.

Salary and benefits

IWF offers a competitive salary and a flexible and primarily remote work environment.

Please submit resume and cover letter with salary expectations via email only to:

Indiana Wildlife Federation

Executive Search Committee

Attn: Rick Cockrum, Board President

ExecutiveCommittee@indianawildlife.org

No telephone calls please

Applications requested by July 15, 2022, but position will remain open until filled.