

Position announcement: Executive Director, Little River Wetlands Project

Little River Wetlands Project (LRWP), a nonprofit land trust whose mission is to restore and protect wetlands in the Little River valley near Fort Wayne, Indiana, seeks a fulltime Executive Director to hold primary responsibility for leadership of the organization, development of its financial resources, and administrative functions. The ED will work closely with the fulltime Director of Preserves and Programs (DPP), who is responsible for all activities in connection with restoring and maintaining protected properties, nature education programs, and volunteer program. The ED reports to the board president.

Minimum Job Qualifications:

- B.A. or equivalent in development, marketing, communications, or related field
- At least 5-8 years successful experience in nonprofit fundraising, especially including major donor and/or corporate relationships
- Experience, coursework, or other training in current trends in charitable giving, particularly in the areas of capital campaigns, major gifts and planned giving; with a working knowledge or ability to learn basics of charitable gift planning
- Experience in asking for and closing major gifts
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations
- Experience in working with the press, local government agencies, and the public to achieve conservation goals, and to publicize the goals and accomplishments of the organization.
- At least 5-8 years successful experience as an administrator/supervisor concurrent with above experience. Ability to establish clear directions and set “stretch” objectives; ability to judge fairly
- Passion for environmental causes and commitment to the mission of LRWP
- Experience working with the board of directors of a non-profit organization and volunteers
- Strong people skills, an ability to present self in an articulate and polished manner
- Strong writing and oral communication skills
- Personal qualities of initiative, organization, flexibility, professionalism, reliability, confidentiality, and integrity
- Ability to work independently, with advice and counsel from volunteer leaders
- Computer skills including Microsoft Word, Access, Excel, PowerPoint, and Outlook

Salary: \$35,000 to \$40,000 depending on experience; no benefits. For more information about LRWP, please visit www.lrwp.org. For more information about the Executive Director position or to apply, contact President@lrwp.org.