



Think Outside™

Lake Forest Open Lands Association

JOB DESCRIPTION

Position: Executive Director

Location: Lake Forest, Illinois

Reports to: Board of Governors and Directors

Job Overview: The Executive Director leads the successful management of Lake Forest Open Lands Association (LFOLA) and the hiring and supervision of all full-time, part-time and seasonal staff as required to achieve the mission and goals of LFOLA.

The Executive Director is responsible for all operations and personnel of the organization including annual finances, advancement and fundraising, marketing and outreach, public relations, board communications, governance, community engagement, land preservation programs, land management and strategic planning for the organization.

DUTIES AND RESPONSIBILITIES

Land Preservation and Development

- Oversee all LFOLA preservation, restoration and land management activities.
- Lead as the organization's ambassador on preservation initiatives with stakeholder groups and the local communities served by LFOLA.
- Ensure that the management, monitoring, documentation and risk assessment of all conservation easements, land transactions and preservation projects adhere to LFOLA guidelines and national accreditation standards.
- Work with the Board to identify, structure, negotiate and finance land preservation projects.

Administration and Operations

- Provide regular communication to the Board on the Association's financial status and progress in achieving annual work plans and long-range strategic plan.
- Oversee management of the Association's land and capital fund assets.
- Collaborate with the Chair and the Board in the planning and development of a long-range strategic plan.
- Maintain the Association's state and federal non-profit status, as well as Land Trust Alliance accreditation for both the Association and the Land Foundation.
- Maintain clear and pro-active policies, procedures and insurance to address risk to the organization.
- Help guide the recruitment and orientation of the Board of Governors.

- Provide staff support and guidance for all Standing Committees and the Associate Board of LFOLA.
- Expand our constituent's connection to the mission of LFOLA through a variety of strong marketing, outreach and community engagement programs.
- Provide oversight and supervision of the Association's major capital projects or improvements.

Institutional Advancement

- Assist in identifying individuals, foundations, corporations and government agencies that are potential sources of grants or contributions to fund the Association.
- Seek and secure (with the Board's assistance) varied revenue streams to support the work of the Association.
- Oversee staff assigned to produce all marketing of the organization, including branding, advertising, e-newsletters, Grass Roots, social media and collateral materials to advance membership, annual appeal and planned giving.
- Raise awareness and build community support for the Association and its programs.
- Serve as the ambassador and liaison for LFOLA in connection to city, county, partner NGO's and other land conservation organizations (regional and national).
- Support a work environment that embraces teamwork, opportunity, professional growth and personal enrichment.

APPLICATION

Please submit a cover letter, resume and references by February 11, 2022 to Fred Wacker, Chair of the Board at EDsearch@lfola.org.

LFOLA offers a competitive salary based on experience. We provide Health Insurance options, 401k, paid time off & holidays.

Visit lfola.org/open-positions for more information about Lake Forest Open Lands Association, the work culture and policy of non-discrimination.

