

Administrative Director

Full Job Description

Reports To: President of the Citizens for Conservation Board

Status: Full time, 40 hours per week; Exempt

Salary: \$48,000 - \$55,000

Benefit Package \$18,000

Location: Barrington, IL

Citizens for Conservation is a 50-year-old nonprofit organization with a reputation for high-quality conservation in a 14,000-acre greenway near Barrington, Illinois. The Barrington community is known for its open spaces and natural character. This is the result of forward thinking and actions by a dedicated group of individuals. To assure that native plants and wildlife would continue to exist, it was vital to preserve, and protect their habitats. With that goal, Citizens for Conservation was incorporated in 1971 as Barrington's own volunteer nonprofit conservation organization.

Citizens for Conservation is governed by an all-volunteer Board consisting of 10-15 members who dedicate their time to meet the Mission of the organization.

Mission:

Saving living space for living things through protection, restoration and stewardship of land, conservation of natural resources, education and community outreach

Overview:

The Administrative Director will work collaboratively with Board Members, administration and restoration staff, committee chairs and volunteers to implement and manage the Strategic Plan and Implementation Action Plan that are essential to maintaining and growing Citizens for Conservation's capacity to permanently protect and restore natural areas in the Barrington area and engage the community in improving natural habitats in the area. The Administrative Director would be a direct report to the Board President.

Duties:

Administration

- Ensures that CFC fulfills their legal requirements as a nonprofit tax-exempt organization and complies with all applicable laws.
- Ensures organizational compliance with Land Trust Alliance written materials, policies, and procedures.
- Ensures CFC records policy and other operations policies meet Board standards; and regularly reviews all organizational, grant, contracts, partnership agreements and other related documents.
- Coordinates and facilitates monthly Board meetings and periodic committee meetings, which requires frequent non-meeting communications.

- Maintains state and federal registrations for the organization.
- Responsible for communicating effectively with Board Members, staff, advisors, and volunteers and providing, in a timely and accurate manner, information necessary to support strategic and tactical decisions.

Outreach and Communication

- Coordinate various communication channels including media contacts, website, print and digital media.
- Works with the Outreach Committee to provide guidance for community outreach and educational activities
- Responsible for the enhancement of CFC's image by being active and visible in the community, and by working closely with other professional, civic, and private organizations.
- In conjunction with Board Members increase the visibility of CFC's work and impact with other non-profits, governmental, and professional organizations, along with communities of interests.

Human Resources

- Implements Board-approved employment and administrative policies and procedures for all functions and operations of CFC.
- Ensures Land Trust compliance with state and federal human resources rules.
- Responsible for the development and implementation of CFC policies, Board member descriptions and committee organization.
- Assists with coordination of recruitment, hiring, and onboarding processes and retention initiatives with staff and volunteers.
- Serves as the primary contact for staff benefits programs, including health insurance and retirement.
- Responsible for personnel policy management required to meet federal and state regulations.

Operational Development

Reports to and works closely with the Board of Directors regarding policy decisions, fundraising, and to increase the overall visibility of the organization (marketing, outreach, and community relations).

- Collaborates with the Board to conceptualize and develop annual and long-term comprehensive fundraising plans to implement and manage giving activities-that ensure adequate funding for designated CFC programs and projects.
- Assists the Board with engaging, motivating and growing the support base of donors.
- Broadens CFC's revenue stream and strengthens its financial position through major gifts, foundation and corporate funding solicitations, grants, special events, capital campaigns and strategic partnerships.
- Assists committee chairs and volunteers as needed to successfully accomplish CFC's diverse program goals.
- Direct supervision of the Administrative Assistant.

Finance

- Responsible for assisting the Treasurer to prepare bank deposits, reconcile account statements, process invoices, track bank and investment accounts, cash flow and actual spending against annual budget, maintaining timekeeping system, and bookkeeping
- Ensures proper financial controls are in place and maintained.
- Coordinates preparation of annual operating budget.
- Coordinates with program leads to track grant expenditures, budgets, and timelines. Compiles and submits timely payment-requests for reimbursable grant requirements.
- Provides program leads budget status reports on a regular basis.
- Serves as the primary contact for organizational insurance coverage.
- Processes donations, generates donor acknowledgement and thank you letters in coordination with President of the Board.

Required Qualifications:

- Bachelor's degree or equivalent with 3-5 years of professional experience, preferably in management of environmental nonprofits or government agencies, specifically with 2-3 years of project management and/or fund raising.
- Passion for and commitment to CFC's mission.
- Strong management skills, including working on budget preparation, analysis, decision making and reporting. A clear understanding of nonprofit financial reporting.
- Ability to organize, plan and facilitate meetings with communities, Board members, government officials and stakeholders
- Three years' experience with office systems, including computer and phone systems.
- Proficient with Quickbooks, and Microsoft Office programs, and familiar with small-business computer networks. Ability to learn and use Neon or similar database.
- Availability to work occasional nights and weekends when needed.
- Organized, efficient, detail-oriented, innovative, and a positive team player.
- Strong aptitude for due diligence and compliance matters.
- Superior written and verbal communication skills.
- Experience working with a Board of Directors and diverse partner networks with the ability to cultivate existing and foster new-long-term, relationships.

Preferred Qualifications

- Demonstrable knowledge of local geographies and stakeholder interests, watershed issues, collaborative resource management, federal and state grant programs and networking of ecological management agencies and organizations.
- Skills in procuring and managing grants from private, corporate and government sources.