



The Walloon Lake Association and The Walloon Lake Trust and Conservancy
Executive Director Job Post

Executive Director

The Walloon Lake Association (Association) in conjunction with the Walloon Lake Trust and Conservancy (Conservancy) seeks a mission-focused and innovative leader who demonstrates experience executing vision and strategy. This individual must be able to work closely with Board Members of the Association and the Conservancy, staff, members of the Association and members of the community, as well as township, county and municipal agencies and non-governmental organizations.

The successful candidate must possess the collaborative leadership and organizational skills to lead the 900+ member Association and, at the same time, perform the required duties for the Conservancy. This candidate must be able to grow programs, set and execute strategic goals and priorities and communicate the mission and passion of the Association and the Conservancy to internal stakeholders and the community at large, and establish collaborative partnerships within the community to further the goals and mission of both organizations.

The Executive Director will have the overall operational responsibility for both the Association and the Conservancy. These responsibilities include implementation of an overall strategic plan, and management of staff, programs and administrative activities. The Executive Director must ensure funding sources are on track with the achievements and ambitions of both organizations. This individual must be a leader with excellent management and fundraising skills and the ability take both organizations into a future of growth and mission accomplishment.

Roles and Responsibilities of the Executive Director

Leadership

- ❖ Provide leadership for the Association and the Conservancy
- ❖ Develop and maintain relationships with stakeholders in both organizations, with special emphasis on historic supporters and donors
- ❖ Lead development and fund raising activities for both organizations and for significant growth of the Conservancy Endowment Fund
- ❖ Collaborate with the Association Board of Directors to develop a strategic direction with a strong focus on innovative approaches to Member Value
- ❖ Collaborate with the Conservancy Board of Trustees to develop a strategic plan for long term financial growth of the Conservancy; expanding volunteer support; and for broadening the overall base of support for the organization

Land Conservation and Education

- ❖ Bring a commitment for conservation to better serve the Conservancy mission and vision
- ❖ Be willing to engage in continuing educational opportunities in the area of conservation and land management
- ❖ Actively engage in local land conservation activities and form an appropriate level of engagement with state and national land trusts

Communications

- ❖ Be the primary spokesperson for the Association and the Conservancy, responsible for communicating the mission and vision of the organizations with clarity and enthusiasm
- ❖ Possess strong interpersonal and presentation skills with the ability to attract donors and partners by communicating a compelling sense of purpose
- ❖ Possess strong coalition building skills
- ❖ Oversee all communications for both organizations
- ❖ Build on the strong relationships with Camp Daggett, Michiganiana, the Petoskey-Harbor Springs Area Community Foundation, the Charlevoix County Community Foundation, and the five Townships and two Counties whose ordinances govern the land use surrounding Walloon Lake, among other groups

Management

- ❖ Manage the day to day operations and the staff for both the Association and the Conservancy
- ❖ Manage the budget process for both organizations
- ❖ Manage spending for both organizations responsibly
- ❖ Coach and evaluate the staff and be responsible for their job performance

Prior Experience Needed

- ❖ Strong fund raising background
- ❖ Experience with non-profit organizations
- ❖ Experience building long term relationships with volunteers, donors and supporters
- ❖ Experience managing a team of employees and the operational and financial duties of an organization

Personal Attributes

- ❖ Commitment to the mission and vision of the Association and Conservancy
- ❖ Personable, respectful and flexible demeanor
- ❖ Ability to work as a team player
- ❖ Ability to lead and inspire staff and colleagues
- ❖ High energy level, innovative spirit and a sense of humor

Location

- ❖ The joint office of the Association and the Conservancy is located in Petoskey, Michigan

Compensation

- ❖ The compensation will be a competitive salary commensurate with the candidate's experience

To Apply

Potential candidates should send their resume to:

Walloon Lake Association and Walloon Lake Trust and Conservancy

PO Box 621

Petoskey, MI 49770

or

wla-wltc@walloon.org

Background**Walloon Lake**

Just north of the 45th parallel, nestled in the rolling hills of northwest Michigan, is Walloon Lake, considered to be one of the most beautiful lakes in Michigan. One can find repeated references to Walloon Lake in the novels of Ernest Hemingway. The Lake is situated less than a mile from Lake Michigan and approximately 40 miles from the Straits of Mackinaw and the Upper Peninsula of Michigan. Walloon Lake is the 22nd largest lake in the state. Few, though, are as striking as Walloon Lake. Soil rich in calcium carbonate and clay, known as marl, casts the water a cerulean blue that would conjure the Caribbean were it not for the cedars, birches, and aspens that frame the nearly 30-mile shoreline. The sparsely populated watershed area is made up of forests, interspersed with meadows and rolling hills. Within easy distance are the resort towns of Charlevoix, Petoskey and Harbor Springs, on the shores of Lake Michigan. The main industry in the area is year round tourism with an emphasis on water related activities in the summer and snow related activities in the winter. The seasons of spring and fall bring hunting and fishing enthusiasts to the area. The natural beauty of the area, coupled with the attributes of a tightly knit community with excellent healthcare and school systems, offers a unique lifestyle opportunity.

The Walloon Lake Association (Association) and the Walloon Lake Trust and Conservancy (Conservancy) work together to preserve, protect and defend the quality, safety and natural beauty of Walloon Lake and its watershed. Together the Association and the Conservancy continue the preservation work of past generations so that present and future generations can enjoy the special qualities that we all have come to associate with Walloon Lake and its surrounding community.

The Walloon Lake Association

The Walloon Lake Association was formed in 1910. The Association's membership consists primarily of waterfront property owners. Since the Association's founding membership rolls have increased to 950 members. In comparison to other lake associations the extremely high participation rate is an indication of the dedication of members to the preservation of the lake. Approximately 77% of the waterfront parcels are represented by an Association member. The Association is a 501(c)(4) that is served by a twelve member Board of Directors, the Executive Director and one staff member who also work for the Conservancy, and volunteers.

The Walloon Lake Association Mission

The Mission of the Walloon Lake Association is to preserve, protect and defend the quality, safety and natural beauty of Walloon Lake and its watershed; to work with and exchange data with other environmental organizations and local and state government units whose interests are consistent with its goals; to

provide timely information pertaining to the preceding, including educational information to its members and the public.

The Walloon Lake Trust and Conservancy

The Walloon Lake Trust and Conservancy is a 501(c)(3) nonprofit organization that was formed in 1978 to act as a fund raising vehicle for the charitable activities of the Walloon Lake Association. In 1982, the Conservancy's Board of Trustees accepted a donation of land that ultimately led to Land Protection and Land Stewardship becoming the main focus of the organization. Today the Conservancy owns and manages 42 Preserves and protects an additional 770 privately owned acres with Conservation Easements. The Conservancy actively manages a network of nature preserves around the watershed, organizes periodic hikes and outings in selected preserves and annually monitors all Conservancy interests. In addition, the Conservancy funds a variety of activities carried out by the Association related to the control of invasive species and regular water quality monitoring in Walloon Lake and Schoof's Creek and South Arm Creek, the two principle tributaries to the lake. The Conservancy is served by 11 Trustees, the Executive Director and two staff members, donors and volunteers.

The Walloon Lake Trust and Conservancy Mission Statement

The Mission of the Walloon Lake Trust and Conservancy is to preserve and protect the quality of Walloon Lake and its watershed for the benefit of current and future generations.