



POSITION ANNOUNCEMENT

Position Title: Executive Director

Opens: December 18, 2020

Closes: January 15, 2020, 5:00 PM CST

Location: Remote - Kansas residency required

Hours: Full-time

Method of Application: [Submit resume and cover letter via indeed.com by 5 pm CST January 15, 2021 at this link.](#)

Who we are: KAWS is a non-profit 501(c)(3) organization providing technical assistance, education and coordinating efforts for numerous state and federal agencies, private organizations, and landowners working to create, protect, and restore wetlands and riparian areas in Kansas. KAWS's mission is "Connecting our waters, lands and people" with a vision of "Waters that are clean, plentiful and protected, lands that are thriving and support native plants and wildlife with people who are knowledgeable and support natural resources."

KAWS is seeking an Executive Director (ED) to provide leadership in a manner that supports and guides the organization's mission as defined by its Board of Directors with responsibility for overseeing the administration, programs and strategic plan of the organization.

- The ED is responsible for overall operations of KAWS, providing support and direction for Board of Directors decisions and developing and implementing strategic long term plans to ensure sustainable viability of the organization.
- The ED schedules and manages quarterly board meetings and prepares support materials.
- Additional ED responsibilities include securing resources for outreach and education through grant writing and fundraising.
- The ED is responsible for annual fundraising to cover KAWS' essential general operating budget expenses and to expand programs
- The ED also maintains databases, prepares annual reports, establishes and manages records, develops the annual operating budget and oversees grant reports.
- In addition the ED assists the Secretary-Treasurer and contracted accountant in tracking income and expenses and ensuring compliance with state and federal requirements for 501(c)(3) non-profits through annual audits and tax preparation.
- The ED is responsible for hiring, supervising and retaining competent qualified remote staff.

The ideal candidate will have demonstrated strong success in grant writing and management, philanthropic fundraising, familiarity with operations of a non-profit organization that values and engages partners, proficiency in record keeping, and proven management skills. KAWS is seeking an ED with the capability of and passion for growing and expanding our involvement in conservation interests grounded in sound science and inclusive and transparent relationships.

Minimum Qualifications:

- A bachelor's degree.
- Kansas resident or willingness to become a Kansas resident within six months of hire.
- Hands-on budget management skills including budget preparation, analysis, decision making and reporting.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills including strong public speaking abilities.
- Experience setting goals, developing work plans, and collaborating with remote staff and partners to support mission focused work.

Preferred Qualifications:

- Three or more years of nonprofit management and leadership experience.
- Background in natural resource management guided by science-based information.
- Track record of successful grant writing skills - Successful candidates will be able to demonstrate a history of successful fundraising for a non-profit.

- Experience with engaging diverse volunteer and donor groups.
- Demonstrated ability to create effective partnerships with diverse organizations.
- Understanding and comfort with information technology and technology systems.
- Leadership trainings or certifications.
- Demonstrated ability to collaborate with and motivate board members and other volunteers.

Essential Job Functions:

- Plan and operate an annual budget.
- Financial execution of the organization, including oversight of accounting functions.
- Annual fundraising to cover KAWS' essential general operating budget expenses and to expand programs
- Establish and implement employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Serve as KAWS' primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance KAWS' Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization throughout the State.
- Supervise, mentor and collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board or Directors and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Physical Requirements:

This position requires working in a home office setting and position may require long hours, handling conflicts, and making decisions under pressure. This position may require sitting for long periods of time and a normal range of hearing and vision. This position requires the ability to operate a computer and other office machines such as fax, calculator, and telephone. This position must be able to maintain confidentiality. This position requires a valid State Driver's License and proof of insurance because the individual will be required to drive to alternate locations away from the home office. Critical thinking, active learning, listening, writing, speaking, negotiating, persuasion, judgment, and the ability to work under pressure may be mandatory for this position.

Compensation: Salary will be based on education and proven experience.

Range: \$65,000 - \$75,000

In addition to salary, health care reimbursement program, vacation and sick leave, laptop, cell phone, printer/scanner, office supplies, mileage reimbursement, and other expenses will be provided. Performance will be evaluated after six months and annually after that by the Board of Directors with continuation based on satisfactory performance and availability of funds. Performance incentives or bonuses will be determined by success in achieving priority outcomes as determined by the Board of Directors.

Applications will be accepted until January 15, 2021 at 5:00 PM CST and the position is expected to be filled by April 1, 2021.

Please apply via KAWS' Indeed.com portal:

https://www.indeedjobs.com/kansas-alliance-for-wetlands-and-streams/ hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLikN87qYWwuQlzc-Bx296gg

Non-Discrimination: *Kansas Alliance for Wetlands and Streams (KAWS) IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. It is the policy of KAWS to afford equal employment opportunity to all qualified persons regardless of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, disability, genetic information, marital status, military and veteran status, immigration status, or any other category protected by federal, state or local law.*