



## DRAFT - 2021 Executive Director

### JOB DESCRIPTION

### ESSENTIAL FUNCTIONS & PHYSICAL REQUIREMENTS

The Executive Director is the key management leader of the Kansas Alliance for Wetlands and Streams (KAWS). The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

#### Position Overview:

- 1) **Organization Mission and Strategy:** Works with the Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of KAWS' programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that KAWS can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of KAWS' image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 2) **Board Governance:** Works with the board in order to fulfill the organization mission.
  - Responsible for leading KAWS in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 3) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of KAWS, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Responsible for fundraising and developing other resources necessary to support KAWS's mission.
- 4) **Organization Operations.** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible effective administration of KAWS operations.
  - Responsible for the hiring and retention of competent, qualified remote staff.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

#### Essential Job Functions:

1. Plan and operate an annual budget.
2. Financial execution of the organization, including oversight of accounting functions.
3. Annual fundraising to cover KAWS' essential general operating budget expenses and to expand programs
4. Establish and implement employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
5. Serve as KAWS' primary spokesperson to the organization's constituents, the media, and the general public.
6. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance KAWS' Mission.

7. 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.
8. Supervise, mentor and collaborate with organization staff.
9. Strategic planning and implementation.
10. Oversee organization Board or Directors and committee meetings.
11. Oversee marketing and other communications efforts.
12. Review and approve contracts for services.
13. 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.

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

*KAWS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.*