

# DEVRIES NATURE CONSERVANCY

## EXECUTIVE DIRECTOR

The DeVries Nature Conservancy seeks a dynamic and enthusiastic Executive Director to lead this small but active Nature Conservancy into the future. Please submit a resume or CV and cover letter to: [DNCSearchComm@devriesnc.org](mailto:DNCSearchComm@devriesnc.org)

Applications will be accepted until January 26, 2018, although the position may be filled sooner if a suitable candidate is found. Applicants are encouraged to submit their materials as soon as possible.

Applications will also be accepted by mail to: Executive Director Search, Devries Nature Conservancy, 2635 N M52, PO Box 608, Owosso, MI 48867.

To learn more about Devries Nature Conservancy visit our webpage: [www.devriesnature.org](http://www.devriesnature.org)

### Summary

The Frances L. and Joseph R. DeVries, D.V.M. Nature Conservancy, Inc (DNC) is a small but vibrant nature conservancy and heritage farm located in south-central Michigan. The DNC consists of 138 acres of farmland, restored prairie, mature hardwoods, and river floodplain, with over 4 miles of hiking trails, an antique horse-drawn carriage collection, and a historical barn built in the 1830s, all nestled along the beautiful Shiawassee River, popular for kayaking, canoeing, and fishing. The DNC is focused on providing unique experiences for the local community and Michigan as a whole related to our natural world and environmental stewardship as well as historical agriculture and rural life. The DNC is open daily to the public at no charge. The DNC includes a strong educational component and desires to include a historical farm component

The Executive Director reports to the Board of Directors. The Executive Director is responsible for the direction and day-to-day oversight of all programs and projects, administration, personnel management, finance, fundraising, marketing and community relations, and organizational partnerships.

### Duties and Responsibilities

#### Administration

- Develop and articulate, in collaboration with the Board of Directors, the shared vision that guides DNC's activities. Provide leadership of short and long-term strategic planning activities. Implement Board policies.
- Ensure compliance with all legal entities, regulatory agencies, funding agencies, and vendors to protect DNC's 501(c)(3) status.
- Develop and strengthen relationships with key users and constituencies, including corporate and business partners, nonprofit organizations, foundations, and supporting agencies.
- Demonstrate initiative, adaptability, and a proactive, solution-oriented response to opportunities and challenges, and improve the efficiency and effectiveness of DNC's programs and operations.

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## **Fiscal Management**

- Develop an annual budget in conjunction with the Board Treasurer and for Board approval, and take responsibility for meeting the commitments of the budget.
- Analyze expenses and revenues on an ongoing basis and maintain financial tracking software, and other pertinent financial documents.
- Oversee the preparation of the annual financial audit or review and tax filings by the accountant.

## **Personnel Management**

- Manage the staff and office on a day-to-day basis in a professional manner, developing the core competencies of both staff and volunteers. Assist and support staff during peak seasons or activities.
- Implement a Board approved system of personnel policies to recruit and retain a highly qualified and motivated staff.

## **Development & Marketing**

- Work with Board and DNC committees to plan, design and conduct ongoing fundraising and development activities and goals, including cultivating strong relationships with major individual, foundation, and corporate donors.
- Prepare grant proposals that further the mission, goals and objectives of DNC. Utilize all relevant grant resources, but particularly foster community partners.
- Establish and maintain the local and regional profile of the DeVries Nature Conservancy through public, professional, and personal contacts and participation in regional activities.
- Support brand identification of the DNC's commitment to excellence in its services, preparing press releases and other media in a timely fashion and pursuing other opportunities to bring greater recognition to DNC.

## **Qualifications**

Bachelor degree in environmental education, agriculture, history, business administration, or similar field, or 4 years or more experience in these or related fields.

Willingness to work some evenings and weekends.

Positive, creative attitude.

Enthusiastic about environmental education and heritage farming/historical rural Michigan life.

Experience creating and maintaining budgets, fundraising and grant writing.

Supervisory experience preferred.

## **Compensation**

Salary is commensurate with qualifications and experience.

Health insurance.

401(k) retirement package.