

# **Louisiana Wildlife Federation Executive Director**

## *Position Opening*

### **Background**

Since its inception in 1940, the Louisiana Wildlife Federation has worked to restore, preserve, and increase Louisiana's wildlife and wild places. Leading the charge or behind the scenes, at the Capitol or in the field, LWF is taking action to conserve our natural resources and the citizens' right to enjoy them. Louisiana is "The Sportsman's Paradise," and the LWF works to protect our sporting heritage and the environment required to support it.

LWF, a 501(c)(3) corporation, is comprised of 28 affiliate member organizations and numerous individual and business contributing members, and is an affiliate of the National Wildlife Federation.

### **Position Description**

LWF is seeking an Executive Director who is politically savvy, passionate about conserving our natural resources, able to work well with volunteers and affiliate member groups, and familiar with environmental issues facing Louisiana. He/She must understand that our membership is comprised of both consumptive and non-consumptive users of the resources and must freely accept these activities without bias.

The successful candidate shall have a keen understanding of fundraising, a proven track record for membership recruitment and retention, and a vision for the future that will excite loyalty and passion among the membership to help attain that vision.

### **Essential Functions:**

- **Oversight and Strategic Planning:**

Report to the President of the Board of Directors and is responsible for managing the daily business affairs of the Federation.

Work with the Officers and Board of Directors to create strategic, long-term objectives and carry out the assignments and directives of the Officers, Executive Committee and Board of Directors.

Work to provide whatever support and assistance necessary and prudent to help grow the LWF; to help the Board, Officers, Committees and Chairs carry out their duties and assignments; to guide and counsel the Affiliates on issues related to the LWF; and to promote the business of the Federation in compliance with its Charter and By-Laws.

- **Fundraising:**

Develop and implement an annual fundraising plan.

Find and apply for pertinent grants to advance the LWF mission.

Work with the Treasurer to develop an Annual Budget and submit quarterly financial reports to the Executive Committee.

- **Administration:**

Ensure the LWF is compliant with all relevant State, Federal and Local Laws, and all regulations and policies adopted by the Board.

Develop day-to-day administrative procedures, policies and programs to implement the policies established by the Board of Directors.

Hire and supervise office staff as needed and directed by the Executive Committee.

Maintain a neat, hospitable and orderly office environment.

- **Membership/Marketing/Outreach/PR:**

Network across the state to promote LWF outreach and promotional opportunities.

Proactively work with various entities such as the LDWF and their commissioners, DEQ, DNR, the Legislature, the National Wildlife Federation, and other organizations on conservation and wildlife issues.

Use public appearances, the media, and other opportunities to advance and support the mission, views and goals of the Federation.

Responsible for finding appropriate events and registering LWF for participation.

Plan, coordinate and conduct a public relations program and associated events that advance the mission of the LWF and improve public knowledge and acceptance of the Federation.

Organize and manage the Annual Convention.

Serve as Editor of the Louisiana *Wildlife* Federation Magazine.

Produce and distribute a quarterly E-Newsletter for LWF members.

Attend all meetings of and take, or cause to be taken, the minutes of all meetings of the Board of Directors and the Congress of the Federation and distribute same; notify the Board of the meetings; compile an annual list of Associations and their voting strength for the President; and in general attend to the correspondence of the Federation under the direction of the President.

## **Preferred Qualifications**

Bachelor's degree from an accredited university or equivalent experience.

Excellent oral and written communication skills.

Computer proficiency.

Experience working in a not-for-profit environment (NGO's) a plus, especially if in the conservation field.

Experience working with, directing and motivating volunteers and recruiting volunteer groups into a larger Association.

Experience developing, implementing and managing membership and fundraising campaigns, including grant seeking and corporate donors.

Experience managing the day-to-day operations of an office and staff.

Experience in effectively communicating with governmental authorities and non-political groups to advance the LWF's agenda.

An unswerving commitment to the conservation of our natural resources and the individual's right to enjoy them.

## **Salary and Benefits**

**Salary:** \$55,000 per year base salary plus performance incentives.

**Benefits:** Standard benefits are offered such as vacation, paid holidays, sick leave, health insurance, and retirement. Specific benefits information will be provided upon request.

## **Application Process**

Please send résumé and writing sample (i.e. dissertation, editorials, etc.) to:

Louisiana Wildlife Federation  
Attn: Human Resources  
P O Box 65239  
Baton Rouge, LA 70896-5239