



WE'RE HIRING!

Photo by Richard Hurd

EXECUTIVE DIRECTOR POSITION

The Executive Director will serve 10 hours a week to manage day-to-day operations of our 501(c)(3) non-profit organization in Madison, WI. The Executive Director would work closely with a dedicated Board of Directors to further our mission. Our mission is to promote a healthy Lake Wingra through an active watershed community.

Note: This position may transition into a 20 hour per week position at the discretion of the Board of Directors and the Executive Director. To do this, the Executive Director will be responsible for securing partial funding for the increase in wages and hours in future years.

WHAT WE DO

Friends of Lake Wingra (FoLW) is a small and mighty non-profit organization. We protect the magical escape Lake Wingra provides the community right in the heart of Madison. Our community involvement aims to educate the watershed community (young and old!) about how their actions can directly impact Lake Wingra. We work on a wide variety of community projects including green infrastructure, citizen monitoring, and advocating for initiatives that implement the Wingra Watershed Management Plan. To avoid operating in silos, most of our work focuses on collaborative efforts with other watershed partners.

SUMMARY OF RESPONSIBILITIES

Responsible for the overall management and day-to-day operations of FoLW, the Executive Director is the "Face of the Organization" and works closely with the Board of Directors to make decisions and create plans that forward the organization and help protect Lake Wingra. The Executive Director is an independent contractor, works under minimal supervision, sets their own schedule, and must provide their own equipment (ie. laptop, office supplies, printer, computer programs, storage space for a small amount of outreach materials). FoLW has no physical office; you can work from home. Currently, the Executive Director is the sole hired professional to help oversee the organization and does this all with 10 allotted hours a week. This means our Executive Director must use creativity and strategy to utilize volunteers, community partners, and the board of directors to work towards our mission. FoLW has grown leaps and bounds over the last several years so you may have future opportunity to expand the role's hours.



PO Box 45071
Madison, WI 53744



www.lakewingra.org



info@lakewingra.org

SPECIFIC DUTIES INCLUDE

ORGANIZATIONAL

- Prepare and implement an annual work plan that provides continuity and supports FoLW's mission and vision
- Thoughtfully and actively communicate with Officers and Board Members on work plan implementation strategies and status, daily tasks, and projects
- Collaborate with Treasurer to draft annual budget for approval by Board of Directors
- Provide support and advice for governance policies and practices when necessary
- Manage and expand fundraising operations and activities
- Actively seek out and apply for grants to support the work plan and current projects
- Actively advocate in government settings and policy making spaces to protect Lake Wingra (such as in city, county and state planning and legislative processes and in relationships with governing bodies)

COMMUNITY-FOCUSED

- Maintain, manage and cultivate meaningful partnerships with community partners and our stakeholders
- Nurture authentic relationships with our donors and stewards
- Coordinate preparation of biannual newsletters, articles, and presentations in addition to monthly e-news
- Maintain website, Instagram and Facebook pages with current organization news and projects
- Participate in and/or organize community events that convey technical information in a fun, social, and emotionally appealing manner
- Cultivate and foster an active volunteer base to implement projects, initiatives, and engage in community advocacy for Lake Wingra

QUALIFICATIONS

CORE REQUIREMENTS

- Strong understanding of and passion for lakes and watershed management concepts and issues
- Ability to leverage key stakeholders to build the capacity of the organization
- Experience or transferable experience in fundraising or fund development
- Experience working with and leading similar non-profit organizations
- Record of successful management and conflict resolution of organizations, boards, and/or teams
- Strong interpersonal, written and verbal communication skills
- Excellent attention to detail AND big picture vision; ability to prioritize tasks
- Self-starting and independent with an entrepreneurial approach to work
- Software skills needed: Microsoft Office (Word, PowerPoint, Excel), databases

DESIRED REQUIREMENTS

- High level of professionalism in all organization activities, including the ability to provide an approachable, friendly face for our watershed community
- Intuition to seek out non-traditional partnerships across multiple disciplines
- Willingness to try creative approaches to strengthen the engagement of our watershed community
- Experience in advocacy
- Proven success in collaborating with businesses, municipalities, and community groups while still having the ability to execute actions independently
- Experience with developing and managing social media content
- Preferred program experience: AdobeSuite (Photoshop, InDesign), Canva, MailChimp, Little Green Light

TO APPLY

The application period will remain open until the position is filled. The first set of applications will be reviewed on Monday, August 11, 2021. **Please submit a current resume and a completed version of the questionnaire (video or written) below to info@lakewingra.org by August 11, 2021.**

We welcome candidates that embody the character of the organization, have long-term vision and leadership traits that will successfully allow Friends of Lake Wingra to keep evolving. For this reason, we also encourage candidates that have not followed a traditional, non-stop career path to apply. If necessary, we are open to exploring reasonable pathways that lead to an Executive Director position.

You can reach out to info@lakewingra.org with any specific questions regarding the position.

REQUIRED WRITTEN QUESTIONS TO SUBMIT WITH APPLICATION

1. What does Madison's Lake Culture and specifically Lake Wingra's look like from your perspective?
2. How would you approach a neighborhood for engagement on an advocacy issue (e.g., community planning or policy) or homeowner stewardship (e.g., green infrastructure)?
3. Take us through a time you stayed motivated and worked with wide direction on an issue or topic. What was the outcome? What did you learn from it?
4. What makes you feel we might work well together?

WHERE TO FIND US

Website: <https://www.lakewingra.org/>

Facebook: <https://www.facebook.com/FriendsOfLakeWingra/>

Instagram: <https://www.instagram.com/friendsoflakewingra/?hl=en>