



Maine Lakes Society

FOR THE SAKE OF MAINE'S LAKES

EXECUTIVE DIRECTOR JOB DESCRIPTION

REPORTS TO: President of the Board of Directors

FUNCTION: Advance the mission of the Maine Lakes Society: Manage primary programs including LakeSmart, Maine Lakes Conference, Advocacy and Lakes Alive!; Build and maintain relationships with lake associations and individual members through the Council of Lake Associations and the COLA Chair; Produce educational materials and communications including promotions, newsletters, website, e-blasts, blogs, social media and display materials; Orchestrate organizational advancement and manage financial reporting; Supervise general operations; Coordinate Lake Leaders Network and develop/maintain relationships with state agencies (DHHS, IF&W, DEP, ACF) and compatible nonprofits such as Maine Audubon and the Environmental Priorities Coalition; Represent the MLS across lakes and conservation community; Maintain a presence and display materials for statewide/conservation/policy gatherings; respond to all inquiries regarding lake science, programs and policy.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support the Board of Directors: Facilitate board outreach, fundraising, and representation; Create the yearly calendar and maintain meeting schedules; Prepare and provide materials for board meetings to support decisions; Support the committees, including Executive, Conference, Development, Finance, Communications, LakeSmart, Policy, and Nominating by providing materials, reminders, tasks, setting up venue and video conference for meetings, and tracking notes, task lists and outcomes.
- Development: Maintain an active grant-seeking program in support of general operations/programs; Cultivate donors; Develop new avenues for special gifts and endowments; Coordinate, supply and support the private fundraising efforts of the Board.
- Produce/supervise and approve MLS communications: Web site, newsletter, e-news, occasional publications, Lake Book, public testimony, annual appeal and membership renewal mailings, donation and membership acknowledgments, others as needed.
- Develop/deliver a menu of lake association advancement tools and respond to lake association needs/requests by providing advice and tools, and speaking at board and membership meetings.
- Advance and expand LakeSmart as the flagship program of the Society; fund it, build infrastructure to support expansion statewide and into the New England region; establish sustainable funding model.
- Policy: Initiate and track legislation relating to lakes; Inform board, members, and interested persons about important lake initiatives. Provide information for board policy decisions; Provide talking points and public testimony; when necessary rally support for science-based policy at state and national levels.
- Supervise or execute all requirements for the annual MAINE LAKES CONFERENCE by working closely with the Conference Committee.
- Promote the boat program; When the Board of Directors decides to expand youth education, support committee objectives for Lakes Alive!
- Support the MLS Advisory Council when the Board decides to actualize its plan.

- Develop, edit, and publish a variety of new educational and stewardship materials for MLS.
- Provide liaison to/information for local, state and federal agencies.
- Publicize MLS in the media, fulfill role as spokesperson for MLS and its members.
- Other mutually agreed duties as they arise.

Knowledge and Skill Qualifications:

Required: Minimum BA/BS degree or higher (Master's preferred) in non-profit management, natural resources, public policy or related discipline; proven success fundraising and grant writing; excellent written and verbal communication skills; nonprofit experience, competence in graphic design, editing, web-based publishing, desktop publishing; ability to travel independently statewide; capacity to manage multiple projects; competence with Excel, Word, PowerPoint, PageMaker, Photoshop, donor management software (Donorsnap). Direct knowledge of lake science and New England natural environment issues are desirable attributes. The candidate must exhibit a strong commitment to lake protection, and a deep understanding of the challenges and opportunities related to working with a diverse group of stakeholders across a large geographical region.

Work Environment: Excellent new facility in beautiful Belgrade Lakes Village, Maine. Flexible work schedule and work location available. Some travel will be required.

Compensation: The Executive Director will receive compensation corresponding with experience. This is a full-time position with competitive pay and benefits.