



LAND CONSERVATION
FOUNDATION

JOB ANNOUNCEMENT

The Land Conservation Foundation is searching for a half-time Executive Director

The Land Conservation Foundation (LCF) is a 501(c)(3) charitable organization.

Our mission is to preserve and restore natural communities in East Central Illinois, create interconnected corridors along rivers, to provide wildlife habitat, and connect people and nature for future generations. LCF owns five preserves.

Location and brief job description:

- The position is located in Urbana-Champaign, Illinois.
- The Executive director (ED) provides overall leadership and management of the organization's activities, such as public outreach grant writing, coordinating fiscal responsibilities, fundraising, event planning, administrative functions, and the implementation of strategies and plans as approved by the Board of Directors

Position requirements:

- Position requires a bachelor's degree in either natural resource management, agriculture, forestry, or environmental planning.
- This position requires a valid driver's license.
- Two years' progressive experience working in the nonprofit arena,
- This is a serve at will position.

A check list of desirable skills we will be looking for in a candidate:

- Experience and familiarity with working with a board of directors or large committees,
- Experience and familiarity with grant writing and fundraising,
- Strong interpersonal skills,
- This position requires motivation, self-direction, and patience,
- Experience in cooperating and partnering with other non-profit organizations and /or governmental agencies,



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- Experience with computers and computer programs, such as Word and Excel,
- Must possess good written and oral communication skills,
- Experience in recruiting and managing volunteers and/or being a volunteer.
- General knowledge of not-for-profit fiscal practices.

Compensation:

Compensation will be based on a 20-hr. work week and will be negotiated with the qualified candidate and paid monthly.

Health Insurance.

LCF does not provide health insurance or other benefits at this time.

General Duties and Responsibilities

- Management of the organization's business operations. This includes administration of general operating funds, approving bill payments, fiscal records, budgets, and timely completion of reports as required by federal, state, and local entities.
- Organize bi-Monthly Board Meetings: Identify meeting locations/Zoom calls, prepare meeting agendas for review by the Executive Committee, prepare supporting documents required in the agenda, including the Treasurers' Report, Executive Director's Report, and for any other topics needing documentation.
- Develop, organize, and execute fundraising events, materials, and meetings to support LCF's mission.
- Coordinate the stewardship of LCF properties and equipment.
- The Executive Director will be expected to occasionally travel to attend conferences, training and events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.
- Assist the Board in long range succession planning and policy development as allowed to ensure a successful future for the foundation and its programs.
- Organize a robust volunteer program to lead educational and stewardship events at LCF sites.

The LCF profile can be viewed on our Webpage at:

<https://www.landconservationfoundation.org>



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Interested parties can send a short resume via email to the following:

Deanna Glosser, Executive Director Land Conservation Foundation

deanna@landconservationfoundation.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

This announcement will stay open until LCF fills the position.