



Mid-Michigan Land Conservancy
P. O. Box 154
Okemos, MI 48805-0154
www.midmilandcons.org
517-332-3091 (Paul Kindel, President)

Job Opening and Description: Executive Director of Mid-Michigan Land Conservancy

Mid-Michigan Land Conservancy (MMLC) is hiring a full-time Executive Director (ED). The Executive Director, together with the members of the Board of Directors of MMLC, are responsible for leading MMLC in accomplishing its mission.

MMLC's Mission: The mission of MMLC is to: (i) protect and preserve natural land in perpetuity, (ii) protect and promote habitat for native plants and animal, (iii) protect water quality, (iv) protect and preserve farmland in perpetuity and promote sustainable agriculture practices, (v) protect rural landscapes, (vi) acquire select natural land tracts in fee and open them for the public to enjoy, and (vii) further the public's understanding of the value of protecting natural land and farmland.

Job Title: Executive Director

Supervisor: The Executive Director reports to the President of the Board of Directors of MMLC.

Overview: The Executive Director is the chief administration officer of MMLC and is responsible for the development, oversight, and implementation of the mission, policies, procedures, and goals of MMLC as established by the Board of Directors. The Executive Director serves as the point person to the public and represents the values and goals of MMLC.

Specific Responsibilities of the Executive Director (The time percentages are those at the start of employment. They will likely change over time):

Land Protection (approximately 65% of the ED time will be spent on land protection efforts)

- Implements, together with the President and Board, the Strategic Conservation Plan of MMLC. This plan identifies properties of high conservation value that MMLC will work to protect.
- Contacts landowners about protecting their property with a conservation easement (CE). Where beneficial, collaborates with other conservation organizations in these efforts.
- Prepares conservation easements.
- Prepares the applications to funding sources such as the USDA-ACEP-ALE CE program.
- Manages the donations of fee land to MMLC.

Organizational Leadership (15%)

- Works with the Board of Directors on the development, review, and revision of MMLC organizational plans and performance measures.
- Brings to the attention of the President and the Board any issues, ideas, or recommendations relevant to MMLC and its mission.
- Leads in the preparation of the Annual Report for membership, the 1- and 5-year plans and other documents and keeps Board documents current.
- Develops and monitors an annual budget and provides overall management of the fiscal operations in cooperation with the Treasurer of the Board.
- Supervises future staff, interns, and volunteers.

Administration (5%)

- Maintains MMLC office files and land protection records.
- Follows the MMLC records retention plan.

Stewardship (4%)

- Manages the MMLC monitoring program for conservation easements (18 +1) and fee properties (7). Monitors some properties.
- Together with designated property stewards, develops or enhances, or both, stewardship plans for fee lands and supervises their implementation.

Marketing (4%)

- Manages the preparation and distribution of the yearly newsletter.
- Participates in the MMLC Marketing Committee, currently chaired by Board member Louis Schiavone.

Fundraising (7%)

- Works with the Board to develop and execute a fundraising strategy to secure funding for MMLC's operations and conservation work.
- Actively engages in fundraising activities.

Essential qualifications

- Successful experience in general land conservation work that involves leadership responsibilities.
- Excellent oral and written communication skills. A friendly, pleasant, positive leader who likes people and understands the importance of building honest, trusting relationships.
- Mastery of technological skills, including, but not limited to, Word, Excel, PowerPoint, Facebook, Google apps, Zoom.
- Experience with fundraising.
- Self-motivated and able to work with limited supervision in unstructured environments.
- Able to work collaboratively and diplomatically with others.
- Passion for MMLC's mission and vision.
- Residency in the MMLC service area after hire.
- Driver's license and vehicle.

Preferred qualifications

- Successful experience in land trust work that involves leadership responsibilities.
- Some experience with GIS mapping, GPS navigation and digital imagery technology.
- Baccalaureate degree from an accredited college or university.

Compensation

- Total compensation package: \$55-70,000 per year, depending on experience and qualifications. The total compensation package includes a health insurance allowance, a simple IRA with a 3% match, workers compensation, Social Security.
- Flexible paid vacation policy (to be decided, but could start at 2 weeks for first several years).

Annual Review

- The Executive Director serves at the pleasure of the Board of Directors of MMLC. The Board of Directors will be guided by annual performance reviews.

To apply:

1. Send a cover letter, resume, names of three references, one being from a supervisor (references of selected candidates will be called) and a writing sample to: Mid-Michigan Land Conservancy, P. O. Box 154, Okemos, MI 48805-154.
E-mail submissions are welcome and should be sent to the President, Paul Kindel, at kindel@msu.edu.

MMLC plans to fill the position Fall, 2021. Applications will be received and evaluated on a continuous basis until the position is filled.