

Executive Director Position Description

The Executive Director is the lead staff person for the Wisconsin Wildlife Federation. The position is responsible for leading the Federation in a manner that supports and guides the organization's mission as defined by its governance documents and its Board of Directors. More specifically, the position is responsible for overseeing the administration, programming and planning for the organization. Other key duties include assisting in fundraising, community outreach and membership recruitment and services and the marketing of the organization. The position reports directly to the Board of Directors and the Federation's Executive Committee. The direct supervisor of the position is the Board President. The position serves at the pleasure of the Board of Directors.

Staff Management

1. Overall supervision of the employees of the organization
2. Hiring qualified individuals as employees

Fundraising

1. Support Board and volunteer fundraising efforts
2. Work with the WWF Fundraising Committee to develop new fundraising programs
3. Work with staff to develop and implement grant opportunities
4. Develop periodic fundraising appeals

Fiscal Oversight

1. Work with staff and the Treasurer to develop WWF annual budget
2. Oversee budget expenses and income to assure long term organizational financial stability and fiduciary responsibility
3. Approve Board member and employee expenses

Organizational Planning

1. Assist organization in revising and updating its strategic plan
2. Work with Executive Committee to develop annual work plan
3. Monitor and report on implementation of strategic and annual plans

Membership Recruitment and Services

1. Assist Board Members in recruiting new affiliate clubs
2. Develop and implement strategies to recruit new individual members
3. Assist Board Members in recruiting new business memberships
4. Work with staff to maintain membership services for the organization
5. Develop and implement programs to assist affiliate organizations

Board and Committee Duties

1. Work with the President, the Executive Committee and staff to fully staff and attend WWF Board of Director meetings
2. Staff and assist the Executive Committee in conducting its responsibilities
3. Assist WWF policy and organizational committee chairs in conducting committee business

Public Outreach

1. Attend major public functions of the organization
2. Maintain a strong relationship with the National Wildlife Federation
3. Develop and maintain a strong relationship with the media
4. Assist staff and board in developing and utilizing social media
5. Attend affiliate club functions on a monthly basis
6. Maintain strong relationships with other conservation and environmental organizations

Educational Programs

1. Assist staff and Board members in implementing WWF educational programs
2. Evaluate efficacy of educational programs
3. Oversee the development of WWF's educational programs

Policy Advocacy Programs

1. Assist WWF Committees and Board in developing positions on conservation policies
2. Represent the WWF in advocating for sound conservation policies on a Federal, State and, at times, local level
3. Work with other federal, state and local organizations to further sound conservation policies