



## **Executive Director - Prairie Rivers Network Champaign, Illinois**

Prairie Rivers Network seeks an energetic and self-motivated individual to lead an organization working with citizens, state agencies, scientists, and other advocacy groups to protect Illinois' 120,000 miles of rivers and streams. Individuals with leadership, fundraising, program development, and advocacy skills are strongly urged to apply.

### **Position Summary**

The Executive Director will oversee an annual operating budget of almost \$700,000 and is responsible for the overall leadership and management of Prairie Rivers Network's (PRN) programs, fundraising and business operations. This is a full-time position, hired by and directly accountable to the Board through its elected Board chair.

PRN currently has a staff of 8 full-time employees and 2 part-time employees. The organizational culture is professional, with shared values, strong personal commitment to conservation and close working relationships. Staff operates with a great deal of autonomy, but welcomes the opportunity to explore new ways to amplify the impact of their work under the leadership of the new Executive Director.

### **Organizational Summary and History**

PRN is Illinois' statewide river conservation organization and the state affiliate of the National Wildlife Federation. Founded in 1967, the organization is headquartered near the University of Illinois campus just 35 minutes from a national scenic river. PRN works to restore and protect Illinois' rivers for the benefit of people, fish, and wildlife. Our work and our strategic plan are organized in three program areas: Clean Water, Habitat Protection, and Outreach and Education.

For more information about PRN history, programs, staff, or board visit: [www.prairierivers.org](http://www.prairierivers.org).

### **Essential Duties and Responsibilities**

#### **Leadership and Strategy**

- Articulate a vision that inspires support for PRN's work; speak with passion and work pragmatically to ensure growing enthusiasm for river conservation and stewardship;
- Be an effective advocate for river conservation, work together with local, regional, state and national partners to pursue resources, policies, programs and strategies that will ensure the long-term health and beauty of Illinois' rivers and landscapes;

- Work closely with the Board to ensure strong Board governance and capacity, establish clear lines of communication and organizational transparency; provide well-defined opportunities for committee and staff engagement; assist the Board in the recruitment, selection and evaluation of members and actively inform and engage the Board in issues of importance to the operations and strategy of the organization.

## **Fundraising**

- Be the chief advocate and external face of PRN; effectively represent the organization in order to increase its impact, visibility and support for its operations;
- Actively participate in fundraising including growing individual support through major donors, and developing and maintaining key foundation relationships. Together with the staff and Board, actively pursue a strategy that builds greater support from new donors while continuing to cultivate existing relationships and ensuring continued commitment to PRN's work;
- Marshal the resources of the whole organization to raise the funds required to maintain annual operations and facilitate the current program goals while building long-term financial security;

## **Internal Leadership and Operational Management**

- Pro-actively plan for the organization's future, proposing goals and objectives and developing projections of needs and funding;
- Ensure that PRN's operations and programs progress towards long term goals, assessing opportunities which align with organizational priorities while retaining the flexibility to act quickly and opportunistically;
- Recruit, nurture and challenge a highly-qualified and motivated professional staff; delegate specific responsibilities and establish accountability; ensure diversity and equal opportunity and foster an atmosphere supportive of the organization's mission;
- Develop and implement an effective communications strategy to grow and build awareness of PRN's work and facilitate deepening appreciation for the value of river conservation;
- Develop an annual budget for approval by the Board of Directors; and report on the revenues and expenses at each meeting of the Board of Directors;
- Oversee the finances of the organization; ensuring the effective collection, disbursement and accounting of all funds received;
- Provide staff support to the Board of Directors and its committees assuring regular reporting and record keeping.

## **Position Requirements**

**A successful Executive Director candidate will likely have:**

- A passion for river conservation and significant experience in conservation advocacy and/or related fields;
- At least a Bachelor's Degree and preferably a Master's Degree;
- Leadership experience in an organization of similar size and complexity; ideally an organization reporting to a Board;
- Ability to lead and inspire a highly qualified and dedicated staff.
- Past success and experience in: fundraising from foundations, members, individual and corporate donors; diversifying income and growing support;
- Demonstrated leadership and management skills, experienced in team building with the knowledge, ability and appetite to mentor staff;
- Strong financial and organizational management skills; a track record of managing on time and on budget;

## **Schedule, Salary, and Benefits:**

This is a regular full time position. Prairie Rivers Network offers competitive salaries and benefits. Salary for this position is contingent on experience and qualifications.

Prairie Rivers is an equal opportunity employer.

## **To Apply**

Interested candidates should e-mail their resume, a cover letter outlining their interests in and suitability for the position, and contact information for three references to:

[info@prairierivers.org](mailto:info@prairierivers.org)

Please: no phone calls, drop-ins or paper applications.

## **Hiring Process:**

Applications will be accepted until the position has been filled. We will acknowledge by e-mail receipt of each application within 10 business days.