



Executive Director

JOB ANNOUNCEMENT

Salary/Contract: Salary

Classification: Full-time exempt

Location: Boise, Idaho

Supervisor: Board of Directors

The Idaho Conservation League (ICL) is seeking a dynamic, mission-driven leader or leadership team to guide the organization to its next chapter. We are open to receiving applications from individual candidates interested in the Executive Director role, as well as pre-formed co-director teams who wish to apply as Co-Executive Directors.

The Executive Director or Co-Executive Directors are responsible for developing and overseeing administration, programs, implementing and measuring progress towards the strategic plan, fundraising, partnership development, and advancing community engagement. The Executive Director or co-Executive Directors report directly to the Board of Directors.

Founded in 1973, ICL is a statewide conservation organization and Idaho's leading voice devoted to protecting Idaho's environment. ICL's mission is to create a conservation community and pragmatic, enduring solutions that protect and restore the air you breathe, the water you drink, and the land and wildlife you love. Our vision is an Idaho where public lands remain public and are well managed, air is clean, lakes and rivers are healthy, fish and wildlife thrive, and a prosperous, sustainable future exists for all Idahoans.

Key Responsibilities

ICL's next Executive Leader will allocate time generally as follows and consistent with the above position summary:

Organization Operations and Leadership (40%):

- Oversees management of staff and internal processes and systems to ensure fair, transparent and effective operations.
- Responsible for the hiring, development and retention of competent, qualified staff.
- Provides motivational and visionary leadership, delegates effectively, and manages with transparency.
- Ensures ICL has appropriate employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

Organization Mission and Strategy (35%):

- Works with board and staff to ensure that ICL's mission is fulfilled through programs, strategic planning, partnerships and community outreach.
- Responsible for the enhancement of ICL's image by being an effective spokesperson, being active and visible among ICL's key constituencies, and by working closely with professional, civic and private organizations relevant to ICL's goals.
- Responsible for ensuring implementation of ICL's strategic plan.

Financial Performance and Viability (15%):

- Oversees the development of resources sufficient to ensure the financial health of the organization and support its goals.
- Responsible for the fiscal integrity of ICL, including submitting a proposed annual budget to the Board of Directors.
- Responsible for overall fiscal management that anticipates operating within the approved budget, efficient resource utilization, and maintenance of the organization in a positive financial position.
- Overall responsibility for fundraising and developing revenues necessary to support ICL's Mission, Vision, and Strategic Plan.

Board (10%):

- Teams with the board to develop and fulfill ICL's mission, vision and strategic plan.
- Accountable for leading ICL in a manner supportive of ICL's mission as defined by the Board of Directors.
- Responsible for communicating timely and effectively with the Board and providing all information necessary for the Board and leadership to work together to make informed decisions.

Required Skills/Abilities:

- Demonstrated experience managing staff and building strong teams with the clarity and steadiness that support a healthy and diverse organizational culture and enthusiasm for ICL's program priorities.
- Strategic leadership skills and strong ability to set priorities, make tradeoffs, and ensure execution of programs and initiatives.
- Demonstrated ability to work with a wide range of stakeholders reflective of the myriad audiences ICL engages to build a stronger, more diverse conservation community with a keen sense of diplomacy, tact, and sophistication.

Priority will be given to Executive Leader applicants who show a strong combination of some or all the following:

1. Experience leading or managing a nonprofit organization.
2. Experience in environmental advocacy and related political, legal, or regulatory knowledge.
3. Skills and experience in fundraising and donor engagement.
4. A strong sense of responsibility for ICL's financial security and solvency.
5. Confidence and experience with communications, media, and public messaging to diverse audiences.

Preferred Skills/Abilities:

- Strong experience in public relations, marketing and fundraising
- Knowledge of leadership and management principles for nonprofit organizations

- Proven success working with a board of directors
- Entrepreneurial mindset, with innovative approach to business planning
- Dynamic team player(s) who enjoys being the public face of an organization
- Experience in managing budgets
- Exceptional verbal, written and visual communication skills
- Proven commitment and desire and ability to work with diverse populations.

Application Process

Please submit a cover letter, resume and three references, combined into one PDF document to ICLjobs@idahoconservation.org and include **Executive Director** in the subject line. We will be meeting quickly with qualified candidates as applications are received, the position will remain open until filled.

ICL will consider applications for Co-Executive Leaders. Applicants to serve as Co-Executive Leaders should submit a proposal that explains how, individually and together, they meet the above requirements and why they would be best suited to lead ICL in the coming years. They should also each provide a current resume and the names and contact information for three references who can speak in detail to their individual qualifications and any examples of their co-leadership experiences including the advantages to a Co-ED leadership structure. If Co-ED's apply, at least one applicant must be based in Boise.

Compensation and Benefits

Idaho Conservation League offers a comprehensive wage and benefits package, generous benefits—paid health, dental, and vision insurance, and a Simple IRA with a 3% match. Salary for this position is \$110,000 - \$150,000, depending on experience.

About ICL

Founded in 1973, the Idaho Conservation League is Idaho's oldest and largest state-based, non-profit conservation organization. We are a membership organization with members and supporters across Idaho; a Board of Directors with statewide geographic representation; offices in Boise, Ketchum, McCall and Sandpoint. ICL's mission is to create a conservation community and pragmatic, enduring solutions that protect and restore the air you breathe, the water you drink, and the land and wildlife you love. Our vision is an Idaho where public lands remain public and are well managed, air is clean, lakes and rivers are healthy, fish and wildlife thrive, and a prosperous, sustainable future exists for all Idahoans. ICL is committed to doing conservation work in an equitable and just way. Clean water, clean air, public lands, and abundant fish and wildlife should be accessible to everyone. ICL is committed to a long-term goal of broadening our work to better serve the diversity of people our work connects to, particularly those populations with traditionally underrepresented voices or marginalized communities.

The Idaho Conservation League's programs and employment are open to all. ICL does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or ability. For more information about ICL, please visit our website at www.idahoconservation.org.