Position: **Executive Director** (Full-time, exempt)

About the Organization

We are passionate about education, protection, and restoration of the prairies, savannas, and associated ecosystems of the upper Midwest. By working openly and cooperatively with volunteers, landowners and partner agencies, we work to ensure the perpetuation, recovery, and sustainability of these important natural communities.

Founded in 1987, The Prairie Enthusiasts (TPE) organization provides communications, outreach, programming, financial, administrative, and membership support to local volunteer chapters located in Wisconsin, Minnesota, and Illinois. Accredited by the Land Trust Alliance, TPE permanently protects over 3,500 acres on 36 fee title properties and 18 conservation easements. While each local volunteer chapter has its own leadership and focus, TPE’s staff delivers organizational infrastructure to our 11 chapters and over 1,500 members. Our office is located in Viroqua, Wisconsin, in the heart of the lands we steward.

TPE is in the final years of its current strategic plan with the goals of creating new infrastructure to grow the membership, volunteer engagement and financial support for the organization, as well as begin a new program providing services to private landowners. The organization expects to develop a new long-term strategic plan under its new leadership.

Please visit [ThePrairieEnthusiasts.org](http://ThePrairieEnthusiasts.org) to learn more about our work.

Candidate Profile

We are seeking an energetic leader with passion for the ecology and care of natural communities, capable of organizing and leveraging resources to further our mission and support our chapters.

The Executive Director (ED) provides internal and external leadership, with significant emphasis on cultivating relationships with chapters, members, partners, landowners, donors, and funders. Reporting to an active, committed, and diverse board of directors, the ED is charged with the overall management, strategic guidance, and administration of TPE.

In addition to managing multiple projects, expanding financial resources, fundraising, and supporting chapters, the ED heads our dedicated professional team of five, who are experienced in land restoration, conservation, outreach, communications, and non-profit administration. A key outcome is nurturing a positive, highly collaborative, team environment between staff and the chapters we support.
Key Responsibilities

- Fund development – Expand and sustain financial support.
- Cultivate a positive culture of trust and collaboration among staff and between chapters.
- Effectively develop staff and manage infrastructure to meet strategic goals.
- Grow active membership and volunteer engagement.
- Budget, properly manage, and report on finances.
- Build effective partnerships with government agencies and other conservation organizations.
- Board engagement - Work successfully with the Board of Directors.

Requirements

- Bachelor’s degree and relevant experience required. Advanced degree preferred.
- Demonstrated belief in land and natural resources conservation.
- Minimum of 3 years’ experience of successful organizational leadership.
- Excellent verbal and written communication skills.
- Proven ability to grow financial revenue and funding sources.
- Strong financial and business acumen.
- Valid driver’s license and ability to travel to chapters and sites (~30%).
- Ability to work in the US.

Work Location and Physical Requirements

TPE’s office is in Viroqua, Wisconsin. The work of the ED is often a combination of remote work, either from home or at chapter sites, and a regular presence in the office located in Viroqua. The work requires some evenings and weekends.

The ED must be able to drive and must provide their own transportation for work-related travel or commuting. Physical requirements also include sitting and/or standing at a desk for extended periods of the workday, and ability to accomplish basic computer skills for business. Must be able to work in an office environment with low to moderate noise levels. Should have the ability to get on the land and may be involved in some manual labor.

Compensation

The salary range for this position is $70,000-85,000 per year. The Prairie Enthusiasts offers benefits that include generous paid time off and a health-insurance stipend.

To Apply

Please submit resume and cover letter in PDF format to ExecutiveDirectorTPE@gmail.com. In your cover letter please include how your values relate to the mission of the organization. Applications will be accepted until July 31, 2020. All correspondence will be considered confidential. EOE

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