

Position Description



NATIONAL PARKS
OF **LAKE SUPERIOR**
FOUNDATION



For the Position of:

Executive Director

Part-Time

March, 2019

Position Description:

Title:	Executive Director
Organization:	National Parks of Lake Superior Foundation
Reports to:	Board of Directors
Website:	www.nplsf.org

Organizational Overview:

We love national parks, we love Lake Superior, and we believe the stewardship of both is a very worthy endeavor! The greatest of the Great Lakes, Lake Superior, is the defining geographical feature that links the five U.S. national parks we strive to preserve and enhance for current and future visitor's enjoyment. These unique national park sites showcase the natural beauty and intriguing history of an extraordinary region. The parks belong to all Americans and are for all people to enjoy. You can take pride in them, and be honored to support them.

The National Parks of Lake Superior Foundation (NPLSF) is the only official non-profit 501(c) (3) fund raising partner of the National Park Service (NPS) for all five US national park sites on Lake Superior - Apostle Islands National Lakeshore, Grand Portage National Monument, Isle Royale National Park, Keweenaw National Historical Park, & Pictured Rocks National Lakeshore. The NPLSF mission is to provide financial support for projects and programs that preserve the natural resources and cultural heritage of these five Lake Superior national parks for the enjoyment of current and future generations of visitors. The projects and programs NPLSF supports are beyond the NPS budget and could not be accomplished without financial help from NPLSF. Using funds from grants and private donations, NPLSF collaborates with the NPS to continue the legacy of our Lake Superior national parks, and provide the national park experience visitors expect and deserve.

Founded in 2006, the NPLSF has traditionally been run by a dedicated Board with minimum staff. The NPLSF is excited to move into its next era by hiring it first Executive Director. The Executive Director serves as the chief executive of the NPLSF under the guidance of a board of directors. The Executive Director is responsible for actively managing all affairs and operations of the NPLSF in furtherance of its mission and vision, providing leadership to the organization and the staff/volunteers, managing all NPLSF programs, and is responsible for the successful implementation and management of operations. The Executive Director will have the unique opportunity to shape the NPLSF direction and success.

Overview ~ Challenges and Opportunities for the Future Executive Director

Interest in National Parks has never been higher. Visitation numbers have been on steady incline with each year seeing more visitation than the year before – this is especially true for the five national parks around Lake Superior. There is also greater need for ongoing improvement and maintenance for all the parks. The funding of these projects, both big and small, is an ongoing need.

Role Summary:

- The Executive Director believes in and is passionate about Lake Superior and the National Parks around it: Apostle Island National Lakeshore, Grand Portage National Monument, Isle Royale National Park, Keweenaw National Historical Park and Pictured Rocks National Lakeshore.
- The Executive Director is responsible for securing and managing a budget of approximately \$250,000+ that comes from grants and donations. The Executive Director is responsible for the growth and financial stability of NPLSF and as such, must manage donors, attract new donor and new grant opportunities, while maintaining the strategy and vision of the organization.
- The Executive Director will provide managerial leadership of NPLSF and ensure that the organization's strategic direction is consistent with its mission, values and priorities.
- The Executive Director works collaboratively with each of the five park superintendents, the Board of Directors and other stakeholders, the Executive Director provides the intellectual, organizational and philanthropic leadership to realize the vision of NPLSF.
- The Executive Director interacts frequently with the Board of Directors (a maximum of 15 directors comprised of representatives from member organizations), both formally and on an informal basis. In addition, the Executive Director interacts with the member organizations and other community foundations and philanthropic groups.
- This position requires dedication to NPLSF's mission, values and goals, as well as to NPLSF overall effectiveness and success.

Specific Responsibilities Include:

- Organization Planning: Implement the strategic plan and develop a new one when necessary; maintain a working knowledge of developments and trends in the field; develop and oversee efficient administrative systems; respond to emerging issues.
- Financial Stewardship: Responsible for the organization's financial health, stability and compliance with relevant laws and regulations; assure financial sustainability; prepare and monitor annual budget; manage contracts; provide timely financial statements to the board.
- Program Development: Oversee and manage an array of events and programs; sponsor and support mission-compatible programs and events; evaluate feasibility of potential new programs; and evaluate effectiveness of past programs and recommend changes.
- Fund Development: Secure funding; define fundraising strategies and targets then execute; secure government and foundation grant support; increase donations and in-kind support; expand donor base.
- Public Relations: The Executive Director is the primary public "face" of the NPLSF; increase visibility and base of public support; expand NPLSF identity and community awareness; use technology to cultivate support; build strong relationships with agencies, community partners; represent the NPLSF at local, regional, state and national levels.
- Board Support: Works closely with and supports the board; communicate regularly with the board especially regarding any significant progress or problems; assist the board chair in setting meeting agendas; prepare board meeting information packets; act as recording secretary for board meetings; assist in board recruitment, orientation and development; execute board decisions; respond to board suggestions and questions; develop annual work plan with board input; and report accomplishments.

Qualifications and Personal Characteristics:

- Passion for the mission
- Organized and structured, but also flexible and open to change
- Pro-active, strong leader
- Great communicator, outgoing and someone who loves to be visible, but doesn't need to be the center of attention
- Good listener, someone who processes what they hear; constant learner
- Experience or familiarity in working with boards
- Demonstrated fiscal responsibility and budgetary oversight
- Fundraising experience (minimum of \$500,000 raised)
- Proficient with the Microsoft Office Suite or G Suite, Financial software(Quickbooks currently used) and donor management software(DonorPerfect currently used).
- A Bachelor's degree preferred with a minimum of three (3) years' experience in related field(s) with management or leadership role with a nonprofit. Additional education may be counted for work experience. Specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities listed above may be substituted for the education.

Physical Demands and Safety

The main work location will be at your own home office environment. Minimum of annual travel to at least one NPLSF partner park will be expected. The NPLSF supports five parks covering three states in various levels of wilderness settings. Travel to events or speaking engagements may be required. Occasional overnight trips may be required.

Salary Range and Benefits

Salary negotiable and based on experience and ability to meet the required responsibilities listed above. A travel budget is provided. References will be required. This position is a part-time 20/week role.

National Parks of Lake Superior Foundation is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, genetic information, veteran status, and other legally protected characteristics

Submit a cover letter and resume to NPLSF Board Chair Sona Mehring at smehring@nplsf.org

Search Team:

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