



EXECUTIVE DIRECTOR

Location: 208 Flynn Avenue, #3F, Burlington, VT 05401
Hours: 40/week (including some weekends and evenings)
Supervisor: Board Chair

The Lake Champlain Committee (LCC) is seeking an Executive Director to lead our organization. The LCC is the oldest private environmental organization focused on protecting Lake Champlain's health and environmental integrity. Our science-based advocacy, education and collaborative work has made a difference in water quality, habitat protection, access, and stewardship. While much has been accomplished many challenges remain ahead.

Answerable to the Board of Directors, the Executive Director has overall fiscal, strategic, and operational responsibility and oversight for staff, programs, and execution of strategic goals in service of the organization's mission and vision.

If you are a dynamic leader with a passion for water protection and stewardship, we invite you to apply.

INTRODUCTION

The Executive Director is the chief administrative agent of the Lake Champlain Committee, Inc., a non-profit bi-state environmental organization dedicated to protecting Lake Champlain's environmental integrity and recreational resources for this and future generations through science-based advocacy, education, and collaborative action. Holding the highest ranking management position, the Executive Director oversees the work of LCC staff, including business operations, development, program and policy work, publications, education, and public relations. Managing an annual budget of \$450K (income streams include membership, grants, and endowments), the Executive Director is responsible for the effective management of financial resources, staff, and volunteers to ensure the successful implementation of policies and programs which support LCC's mission as guided by the Executive Committee and the Board of Directors.

The Executive Director's primary areas of **responsibility** include:

- Administration and Public Relations
- Policy and Advocacy
- Strategic Planning
- Grant Management, Fundraising, and Donor Relations
- Education, Training, and Outreach

For those interested in learning more about this role, we invite you to contact our search partner Etienne Morris of Morris Recruiting & Consulting at etienne@morrisrc.com with your resume and cover letter. In your cover letter please describe your connection to LCC's mission and how your skills and experience are a fit for the role. The search committee will consider candidates on a rolling basis for interviews beginning in August 2024. Our plan is to accept applications through September 6.

AS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER – The LCC is committed to establishing a harmonious workplace where all employees can work to their fullest potential in an atmosphere of support and mutual respect. It is the policy of the Lake Champlain Committee to recruit, employ, promote, and treat fairly all qualified applicants or employees without regard to age, race, color, religious creed, handicap or disability, gender, sexual orientation, marital status, national origin, or ancestry.

ABOUT LAKE CHAMPLAIN COMMITTEE

MISSION

The Lake Champlain Committee is dedicated to protecting Lake Champlain's environmental integrity and recreational resources for this and future generations through science-based advocacy, education and collaborative action.

YESTERDAY AND TODAY

LCC was formed by New York and Vermont community members in 1963 to prevent the lake from becoming a commercial seaway for ocean-going vessels. From that victory we went on to advocate against a nuclear power plant being built on the Charlotte, Vermont shore and to help prevent the artificial regulation of lake levels.

The Lake Champlain Committee is the only bi-state watershed-based nonprofit dedicated solely to protecting Lake Champlain's environmental integrity and recreational resources. For more than six decades, LCC has worked for drinkable, fishable, swimmable water and inclusive access. As the lake's leading advocate for protection and restoration we have a legacy of action and a solid track record of achievements.

LCC's policy and advocacy work is focused on the issues that most affect lake health: climate change, nutrient loading, contaminants, and aquatic invasive species. We believe that an informed and involved public is key to lake protection. Our educational programs seek to build environmental literacy and foster stewardship. Community science monitoring is part of our organizational DNA.

KEY AREAS OF RESPONSIBILITY

The Executive Director is responsible for performing duties as the highest-ranking management position within the organization to guide all aspects of its success. Answerable to the Board of Directors and reporting to the Chair, the ED's key areas of responsibility include:

Administration and Public Relations

- Serve as principal spokesperson regarding LCC goals, policies, and activities
- Oversee all projects, programs, and services, providing direction and leadership to ensure successful implementation of policies and achievement of LCC goals
- Report regularly to the Board of Directors and Executive Committee
- Serve as an ex officio member of all LCC committees
- Prepare and administer the annual budget and institute appropriate financial and personnel controls
- Manage and allocate staff resources to ensure efficient and effective operation and attainment of yearly objectives while maintaining staff synergy and morale
- Act as liaison with local, state, regional, and federal officials and other LCC partners

Policy and Advocacy

- Continue to advance LCC's policy work in both Vermont and New York
- Play a leadership role on Lake Champlain environmental issues
- Ensure that environmental justice and equity are considered when establishing priorities and developing policies
- Advance LCC's work with disadvantaged communities to increase diversity, equity, and inclusion

Strategic Planning

- In collaboration with the Board, lead in the development of long-range plans
- Anticipate the need for and investigate further expansion or modification of LCC programs and services to meet current and future LCC objectives

Grant Management, Fundraising, and Donor Relations

- Research, write, and administer grants to secure funding for new and ongoing policy and educational programs
- Develop and nurture donor relationships
- Leverage opportunities to increase donations through multiple avenues – direct mail, digital media, social media, and marketing

Education, Training, and Outreach

- Train, mentor, and inspire staff and volunteers
- Conduct and/or oversee annual training for 200+ community science volunteers and production of monitor toolkits and supporting outreach materials
- Develop and execute educational campaigns to further LCC's mission and foster stewardship
- Oversee and initiate educational campaigns that reinforce LCC's high priority environmental and science policy efforts
- Oversee production of quarterly e-newsletter, monthly Lake Look column, educational outreach materials, and publications
- Oversee the Lake Champlain Paddlers' Trail including partnership with land management agencies, volunteer stewardship program, and production of the annual online guidebook
- Coauthor reports for publication

QUALIFICATIONS / REQUIREMENTS

Experience and Background

- Minimum 10 years' leadership experience preferably in a nonprofit setting
- Track record of effective and creative environmental problem solving
- Experience initiating, implementing, and institutionalizing educational and community science programs
- Successful fundraising experience across all levels of development and a solid understanding of fundraising strategies
- Understanding of environmental laws, regulations, policy, and the complexities of water quality protection
- Commitment to diversity, equity, and inclusion and advancing environmental justice
- Passion for LCC's work to protect water quality, safeguard habitats, combat pollution, build climate resilience, provide access, and foster stewardship
- Computer and technology skills relevant to the position (e.g. Word, Excel, database management, website and social media applications, etc.)

Education

- Minimum of a bachelor's degree

Interpersonal and Organizational Skills

- Strong written and oral communication skills and ability to produce high-quality finished products
- Interest in building and expanding networks of support and initiating collaborative efforts on issues and advocacy work
- Aptitude for dealing effectively with a wide range of individuals and organizations inside and outside the LCC
- Comfortable and outgoing in public settings
- High motivation and energy level
- Ability to lead and inspire staff
- Ability to work with deadlines and within budgets and under time pressure with humor and attention to detail

Working Conditions

- Some remote work opportunities are available, to be discussed and agreed to on a case-by-case basis with the Board Chair
- Willingness to work evenings and weekends when necessitated by program work
- Flexibility to shift comfortably and readily from office environment to formal meetings, community settings, and field environments
- Valid driver's license and consistent access to a reliable vehicle for trips throughout the Basin; frequent travel to New York and throughout the Basin may be required

NICE-TO-HAVE

- Knowledge of how scientific research informs and supports environmental policy and decision making
- Interest in paddling (LCC is the home organization for the Lake Champlain Paddlers' Trail)

COMPENSATION PACKAGE

As a socially responsible employer, the LCC offers a competitive base salary within a hiring range of \$80,000 to \$95,000 and a generous benefits package.

- Annual leave of 20 days
- Nine paid holidays
- Two personal days per year
- Family Medical Insurance (or substitute benefit valued at \$15K)
- 403b Deferred Compensation plan after one year of employment with up to 5% salary match
- Paid sick leave, accrued at 1 day/month with a maximum accrual of 24 days
- Support for professional and personal development opportunities
- Flexible schedules and potential for some level of remote work
- Company laptop for professional use

TO APPLY

For those interested in learning more about this role, we invite you to contact our search partner Etienne Morris of Morris Recruiting & Consulting at etienne@morrisrc.com with your resume and cover letter. In your cover letter please describe your connection to LCC's mission and how your skills and experience are a fit for the role. The search committee will consider candidates on a rolling basis for interviews beginning in August 2024. Our plan is to accept applications through September 6.