

POSITION ANNOUNCEMENT

Full-time Executive Director
LaFayette, New York



New York State Federation of Lake Associations – NYSFOLA – is a not-for-profit connecting individuals and groups dedicated to the protection and restoration of lakes across the state.

We are an essential voice for New York Lakes.

Successful applicant will be responsible for developing, planning, organizing, evaluating, and directing NYSFOLA's operations and programs, program development and policy implementation and procedures and operational reporting. The Executive Director will oversee and report on the organization's results to the Board of Directors. This is a new position and will evolve to meet the needs of NYSFOLA, lake associations, and the lake communities that include municipalities, researchers, and lake users. The Executive Director will represent NYSFOLA to a diversity of stakeholders, including water quality managers or regulators, lake scientists, municipal and state governments, other organizations and communities with land use control, and all nature of lake users to improve mutual understandings and common goals.

The Executive Director will be the key management leader of the New York State Federation of Lake Associations, Inc. The position reports directly to the NYSFOLA President and the Board of Directors.

GENERAL RESPONSIBILITIES

1) **Board Expectations:** Works with board to fulfill the organization's mission.

- Responsible for leading NYSFOLA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating and collaborating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:**

- Develops and seeks resources that support the financial health of the organization through grant writing and program planning.
- Responsible for working in conjunction with various NYSFOLA Board Committees on fundraising and developing other revenues necessary to support NYSFOLA's mission.
- Responsible for coordinating with the board to establish and maintain fiscal integrity of NYSFOLA including the development of the annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Work with the Treasurer and accounting, to carry out annual financial audits.

3) **Organization Mission and Strategy:**

- Works with the board to develop, implement and monitor a NYSFOLA Strategic Plan with programs that carry out the organization's mission into the future.
- Responsible for the enhancement of NYSFOLA's image by being active and visible at lake association and community and events and by working closely with other professional, civic and private organizations, local governments, and lake research organizations.
- Coordinates the office use with Citizens Statewide Lake Assessment Program Coordinator under contract with the NYS Department of Environmental Conservation.

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4) **Organization Operations:**

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and aligned with the Organization's mission and strategic goals .
- Responsible for the hiring, evaluation and retention of competent, qualified staff, where agreed by the NYSFOLA Board.
- In conjunction with the Treasurer and Board, reviews contracts, agreements, and other instruments made and entered into and on behalf of the organization.

Minimum Qualifications: The ideal candidate embraces a strategic leadership style, exhibits positive emotional intelligence with a thoughtful approach to daily operational management, utilizes strategic planning to accomplish goals and objectives, and exhibits strong collaborative skills and organizational leadership.

- Bachelor's degree with some knowledge in the natural sciences.
- Executive experience as a successful leader of a nonprofit or similar organization.
- Documented record of growing organizational capacity and programming.
- Record of successful fundraising including writing grant proposals
- Enthusiasm for the NYSFOLA mission.
- Experience in fiscal management working with an oversight board and adhering to transparent financial management practices.
- General accounting knowledge and experience interpreting financial reports for planning, budgeting, and decision-making purposes.
- Experience and skills in office management including digital and social media operation and development.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Self-motivated and disciplined with the ability to work flexible hours which may include some evenings and weekends.
- Experience with Microsoft office software, including Word, Excel, and Power Point.
- Familiarity with QuickBooks
- Proximity to Syracuse or the Central New York area may be considered a positive.

Read more about the organization [here](#).

Compensation

Compensation will be appropriate to the skill and experience of the individual applicant and initial annual salary will be in the range of \$70,000 - \$85,000.

How to apply

This description is not meant to be an all-inclusive list of duties and responsibilities but constitutes a general definition of position scope.

*Send a resume and cover letter to **Tarki Heath** (tarkiheath@gmail.com) that specifically addresses your qualifications and experiences for the position and a one-page description of your vision statement for the future of NYSFOLA and how you will achieve this vision.*

NYSFOLA is an Equal Opportunity Employer and is committed to providing an inclusive and diverse workplace.