



Executive Director

Job Description

The Environmental Defenders of McHenry County is a not-for-profit organization founded in 1970 with more than 500 household members dedicated to the preservation and improvement of the environment in McHenry County to the benefit of all living things. The Executive Director oversees the smooth operation of the day-to-day business of the organization. This includes but is not limited to staff and volunteer relations, special projects and fundraising activities related to grants and individual giving programs, and building and sustaining relationships within the broader McHenry County community.

The ideal candidate enjoys working with people from all backgrounds and affiliations, has excellent verbal skills and the ability to solve problems while remaining positive, and is creative and forward thinking. The candidate needs to be organized and have the ability to work on many projects at the same time and work with internal volunteers and external groups such as other conservation leaders and elected officials. Ideally, the candidate has a background in nonprofit management. Experience in the environmental field is a plus. Passion and interest in the natural world is a must. The ability to speak Spanish will be considered and would reflect well on a candidate.

The Executive Director is an exempt full-time employee (salaried) and not subject to overtime rules and regulations. The Executive Director reports directly to the President of the Board of Directors. Office hours shall be in the Woodstock, Illinois office in accordance with the employment agreement from 9 a.m. to 4:30 p.m. and evening and weekend work will be required to satisfy responsibilities with negotiated flexibility. Health, Dental, and 401K benefits are not available, but flexible options can be offered. Salary range: \$48,000 to \$55,000.

- **Qualifications**

- Excellent verbal and written communication skills
- Highly organized with a demonstrated history of community involvement
- Able to work effectively with diverse interest groups
- Experience with membership based organizations is a plus
- Working knowledge of Microsoft Suite, Google Suite, Quickbooks Online and Zoom, with general computer knowledge and enthusiasm to learn new programs as needed for special projects
- Demonstrate familiarity with a range of fundraising channels including individual giving, organizational funding partners, foundation support, and grant writing

- **Board of Directors (10%)**

- Attend all Board and Finance Committee meetings and occasional Board Committee meetings as directed by the President
- Implement directives from the Board, including programs, procedures, and policy changes
- Assemble and distribute monthly board meeting materials with an Executive Director Report
- Contribute to revisions of and implement current Strategic Plan

- **Financial Operations and Administrative Leadership (40%)**

- Lead funding research and grant writing work with partners to develop project ideas, grant applications, and supervise grant reporting requirements
- Oversee and manage staff (3), including contractors (1), and assist volunteer Action Team Leads with summer interns (2-6)
- Work with the Treasurer and bookkeeper for accurate financial reporting and oversee financial tasks as needed



- Overall management of Defenders' office including but not limited to calls, emails, and equipment
- Draft an Executive Director article for quarterly newsletter plus contributions to the weekly E-news as needed
- Maintain and build relationships with foundations and other donors

● **Collaborations in the Community/Region (30%)**

- Maintain, build, and strengthen collaborative relationships with town/city/county leaders, special committees, and other NGO leaders and local businesses and stay abreast of environmental issues in McHenry County
- Attend and participate in meetings/conferences/forums/training as desired or at the request of the President of the Board of Directors
- Oversee partnership and complete quarterly and annual reporting to McHenry County as fiscal agent and home of the McHenry County Schools Environmental Education Program (MCSEEP)
- Oversee other miscellaneous duties for various events and partners as needed
- Lead organizational Latino outreach and participate in efforts of Conversacion de Conservación, a collaborative group of local nonprofits

● **Committee and Action Team Support (20%)**

- Support six volunteer Action Team chairs and attend Action Team meetings on a rotating quarterly basis
- Develop and implement ongoing strategies to maintain and increase membership in collaboration with staff Communication & Membership Specialist, Action teams, and Board members
- Research, recruit, and maintain business membership in collaboration with Communication & Membership Specialist and Board members
- In collaboration with Communication & Membership Specialist and Actions Teams, create membership mailings for annual meeting, special events, annual appeals, and legacy giving campaigns
- Assist the Education Action Team with Scholarship disbursements: 2-4 awardees annually

A PDF packet including: cover letter, resume or CV, and three references can be emailed to envirodefmc@gmail.com. Letter to the attention of Kim Hankins, President, at 110 S. Johnson Street, Suite 106, Woodstock, IL 60098. Email Subject Line: E.D. Job Application by September 15, 2022.

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