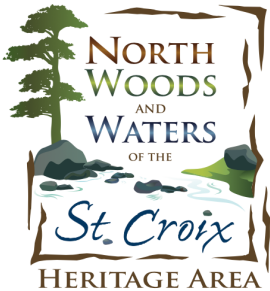


*Come join us, and become a part of history. North Woods and Waters of the St. Croix Heritage Area is taking applications for the position of Executive Director. Join a dedicated team of volunteers, hard working board members and expert advisors who work every day to promote the history, heritage and culture of the St. Croix River watershed. This flexible, full-time position will provide a work climate where you will be encouraged to excel, have fun, and be rewarded for creative problem solving and leadership.*



**Title:** Executive Director (ED)

**Reports to:** Chair of the Board of Directors

**Location:** St. Croix River Watershed (MN and WI)

**Worksite:** Remote/virtual with occasional onsite

**Position:** Terms of employment are negotiable; expected 75% FTE minimum

**Compensation:** \$65K -75K annually; depending on qualifications

**Applications Due:** Open until filled

**About North Woods and Waters of the St. Croix Heritage Area (NWW) and the ED position:** Now in its 14th year, NWW's mission is to "unite the people of the St. Croix River watershed on behalf of its natural, cultural, and historic resources." As a bi-state organization (MN and WI), NWW creates economic opportunities, connects the region, provides education and outreach to citizens and visitors, and is seeking National Heritage Area designation. As the first full-time ED in NWW's history, the ED will be instrumental in leading NWW from a grassroots, volunteer-based organization to one professionally staffed and managed. The ED has primary responsibility for administration, reports to the Chair of the Board of Directors and executes the vision and goals of the organization. If designated by the U.S. Congress, NWW will become a "national" heritage area and be part of the National Park Service heritage program, U.S. Department of Interior.

#### **Responsibilities:**

- **Ambassador:** Understand and articulate the mission of NWW to the public, partner organizations, potential funding entities and governmental bodies. The ED is the principal public face of NWW, and represents NWW's goals and actions.
- **Fundraising:** Work with the Finance, Development and Fundraising Committee to develop and implement a fundraising strategy, which may include a membership plan, donor management, donor base, grant writing, social entrepreneurship and other sources of non-federal income to support NWW programs and operating expenses.
- **Financial Management:** Work with the Treasurer of the Board to develop the annual budget. Manage the receipt and disbursement of funds (as in the approved budget) and work with the Treasurer to ensure the Board has timely financial statements. Assist the Finance, Development, and Fundraising Committee, any internal appointed Audit Committee, and external auditors to ensure that the board fulfills all legal and fiduciary responsibilities
- **Partnerships:** Develop and strengthen cooperative agreements/working relationships with partner organizations and institutions and with elected and appointed representatives of Native American nations, local, state and federal legislative and administrative bodies within the watershed. Maintain relationships with economic and community development entities with the Economic Impact Team.
- **Outreach and Communications:** Work with the Communications, Education and Outreach Committee to develop and maintain a region-wide program of communications to inform the public of ongoing activities and events, to pursue national designation, and to otherwise promote the purposes of NWW. Serve as a designated spokesperson. Supervise the production of newsletters, annual reports, and presentations and curate the NWW social media accounts.
- **Program Implementation:** Implement board-initiated strategic plans to enable NWW to become designated as a National Heritage Area. Work with the Programs and Projects Committee to implement programming approved by the Board.
- **Board Management:** Prepare for and attend Board of Directors meetings and other Committee meetings as necessary to accomplish the organization's mission. Provide advice and insight to the Board, and work with Board

and Organizational Development Committee to adopt policies and plan and manage logistics for the annual Board meeting and/or retreat. Maintain the policies, procedures, and other official records of the organization.

- **Organizational Liaison:** Act as the official liaison with organizations such as the National Park Service, the Alliance of National Heritage Areas, and the Minnesota Council of Nonprofits.
- **Capacity Building:** Increase the ability of NWW to accomplish its mission by developing and managing a robust volunteer program, by recruiting, selecting and managing interns, by recommending people for Board or committee positions and by working collaboratively with other organizations.
- **Human Resource Management:** Supervise the hiring, directing, evaluating and severing of other employed staff members, interns, and contractors.
- **Other:** Perform other duties customarily performed by an ED or as assigned by the Board.

**Required Qualifications:**

- Bachelor's degree required; master's degree or equivalent preferred.
- Five years' experience in organization leadership and management (non-profit preferred).
- Knowledge of non-profit governance.
- Experience in fundraising, donor development and fiscal management.
- Experience supporting a board of directors or an advisory group.
- High level of oral and written communication skills, including the ability to make both in-person and virtual presentations about both the organization and its programs.
- Demonstrated ability to cultivate and maintain partnerships and relationships with civic, tribal, and governmental groups, as well as volunteers, residents and visitors.
- Demonstrated ability to take initiative and to manage project resources (time and budget).
- Proficient with Word, Excel, PowerPoint, and iContact.
- Experience in promotion and marketing, including the use of social media.

**Preferred Qualifications:**

- Experience in economic and/or community development.
- Knowledge about the federal, state, and local legislative and administrative processes.
- Knowledge about Native American culture and history.

To apply, send a cover letter, resume, and three references with contact information to [northwoodsandwaters.manager@gmail.com](mailto:northwoodsandwaters.manager@gmail.com).

For more information contact the Executive Director Search Committee at [northwoodsandwaters.manager@gmail.com](mailto:northwoodsandwaters.manager@gmail.com) or check out the website [www.northwoodsandwaters.org](http://www.northwoodsandwaters.org)

*It is the policy of North Woods and Waters of the St. Croix Heritage Area to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. North Woods and Waters of the St. Croix Heritage Area prohibits any such discrimination or harassment.*