



# Western Association of Fish & Wildlife Agencies

## **JOB ANNOUNCEMENT: *Executive Director* CLOSING DATE: *November 15, 2020***

The Western Association of Fish and Wildlife Agencies (WAFWA) and its supporting foundations, the Foundation for Western Fish and Wildlife and Species Restoration Foundation, represent 24 states and Canadian provinces, an area covering 3.7 million square miles of some of North America's most wild and scenic country inhabited by over 1,500 premier wildlife species. Since 1922, the goal of this nonprofit corporation has been to support sound resource management and build partnerships at all levels to conserve wildlife for the use and benefit of all citizens, now and in the future.

Now WAFWA is looking for a visionary leader to carry it into its second century. As the public face of WAFWA, the Executive Director is expected to be a strategic leader who embraces, articulates and executes the Board of Directors' strategic plan and vision. In concert with WAFWA's Board of Directors (Board), the Executive Director is responsible for the success of WAFWA. Together, the Executive Director and the Board assure WAFWA's relevance in fish and wildlife conservation in North America, execution of WAFWA's new strategic plan, and accountability to WAFWA's diverse constituents.

The Executive Director has delegated responsibility from the Board for the management, governance and operations of WAFWA in accordance with established policies and procedures. The Executive Director oversees the operation of the organization, including its current staff of four people and several additional contractors, and is responsible for coordinating effective operating, marketing, financial, cultural and legal strategies for WAFWA.

### **Duties and Responsibilities:**

- Meets with the Executive Committee and Board on a regular schedule to assess the direction of WAFWA, maintain alignment with its strategic plan and keep members advised on all aspects of operations.
- Develops and implements fundraising strategies to maintain and grow WAFWA's reach within a highly competitive fundraising environment.
- Initiates, develops and maintains positive cooperative relationships with state fish & wildlife agency directors, key NGO leaders and other state and federal conservation leaders.
- Formulates and executes comprehensive marketing, branding and functioning strategies that will help elevate the visibility of WAFWA within the conservation community.
- Acts as the face of WAFWA when dealing with state and federal government, NGOs, industry, other partners and the public.



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- Works with the Budget, Finance and Compliance Committee to develop the annual WAFWA budget and oversees all fiscal activities of the Council including budgeting, reporting and auditing.
- Oversees and directs staff and oversees all aspects of WAFWA's human resource management.
- Plans, directs, implements, monitors and ensures timely development of grants that are critical to the operations of WAFWA and its various initiatives, and ensures performance reports are completed accurately and in a timely manner.
- Negotiates and signs all professional contracts, event contracts and legal contracts/commitments of WAFWA.

### **Skills and Management Requirements:**

- Possesses strong leadership, communication and presentation skills.
- Leads by example, thus motivating subordinates, stimulating employee engagement and encouraging performance.
- Assures a work environment that recruits, retains and supports quality staff.
- Develops high quality business strategies and plans, and reviews them on an annual basis with the Executive Committee and Board.
- Makes high-level, defensible financial decisions.
- Enforces adherence to legal guidelines and WAFWA policies and procedures.
- Maintains knowledge of, and complies with, WAFWA's governance, finance and performance management principles and practices.
- Has experience in developing, planning and implementing federal grants.
- Possesses outstanding organizational and time management skills.
- Regularly engages staff in executing WAFWA's strategic plan, and when appropriate, refining their approach to meet objectives (adaptive management).

**Personal Demands:** The Executive Director will at all times maintain a professional and positive image and attitude regarding WAFWA and its efforts to enhance fish and wildlife conservation in the West. Candidates must demonstrate a commitment to continued professional growth and development. The candidate is expected to demonstrate a commitment to diversity and be respectful of differing political, religious and personal beliefs, including differences in social and economic background, lifestyles, gender, race, and intellectual abilities. The candidate must have a high level of emotional stability and tolerance for stress.

The Executive Director has a very demanding travel schedule and is expected to attend numerous annual meetings, such as: The North American Wildlife and Natural Resources Conference, AFWA Annual Meeting, all WAFWA annual meetings



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(two per year), and relevant NGO meetings and conventions. Overnight travel may exceed 50 nights per year.

**Experience:** A Bachelor's degree or higher is required, with preference given to those in natural resources, business, finance, or marketing. A minimum of 10 years' experience in a senior management position in a natural resource field, non-profit fundraising/management, or fish/wildlife related industry is preferred.

**Compensation/Location:** Salary and benefits will be negotiable based upon qualifications and experience. Benefits include Health Insurance, 401 k, and personal vacation and sick leave. Preference will be given to applicants that can office out of WAFWA's headquarters office in Boise, Idaho, although an exception may be made for an exemplary candidate that can demonstrate proficiency in managing employees in a telework setting and can easily commute to Boise on a regular basis. Such candidates must have excellent internet connectivity, cell phone coverage and good access to a commercial airport given frequent travel is required for this position.

**How to Apply:** To apply, submit by the November 15, 2020 deadline a cover letter, resume/CV and at least three references via Email to: [jobs@wafwa.org](mailto:jobs@wafwa.org). Applicants wishing to include three reference letters are encouraged to do so. Applications will be reviewed and the best qualified candidates will be invited for an interview, likely before the end of November. Preferred start date is January 5, 2021. Applicants tentatively selected for this position could be subject to additional background checks and must be a U.S. citizen or alien authorized to work in the United States. Questions can be directed to [jobs@wafwa.org](mailto:jobs@wafwa.org).