



Indiana Forest Alliance
February 14, 2024

JOB ADVERTISEMENT

POSITION:

Executive Director

REPORTS TO:

Board of Directors

THE OPPORTUNITY:

IFA seeks an Executive Director to lead the cause of forest conservation and restoration across Indiana.

The Indiana Forest Alliance (IFA), founded in 1996, is a non-profit, statewide organization dedicated to the long-term health and well-being of Indiana's native forests. We are volunteers, members and staff working to protect and restore Indiana's forests. IFA serves citizens, organizations, landowners, and communities with a wide range of interests in Indiana's forests. We provide accurate information to the people of Indiana to involve them in efforts to protect Indiana's forests and ensure their opportunities for input into decision-making that affects forests. We speak for the native animals, plants, and other creatures who depend on Indiana's forests and cannot speak for themselves.

ROLE:

Directs the programs of Indiana Forest Alliance (IFA). Serves as IFA's primary spokesperson and advocate, articulating IFA's vision and positions on issues as defined by the Board of Directors (Board) and Membership and delegates this role where appropriate to Board Members or Staff. Oversees work of Staff and IFA Contractors either directly or through delegation of authority to supervisors who report to the Executive Director. Ensures that the IFA workplace adheres to the highest professional and ethical standards and practices as defined by IFA's Personnel Policies and provides support and direction to Staff to carry out their job responsibilities. Develops IFA's agenda and budget, working with the Board and Staff, and directs the implementation of that agenda and budget. Directs fundraising of the organization. Maintains the financial health of IFA. Builds the branding, credibility, base of support, and capability of IFA to succeed in its mission of protecting and restoring Indiana's forests.

The successful candidate for this position will have a bold vision for developing inclusive programming for different communities, demonstrate collaborative leadership across the organization, and an ability to create mission-driven partnerships with other organizations. The ideal candidate must demonstrate leadership by example and an ability to work across many

Preserving & Restoring Indiana's native hardwood forest ecosystem for the enjoyment of all.

dimensions of diversity and motivate others to achieve exceptional results. This is an exciting opportunity to help the IFA evolve into a new era of environmental and social justice leadership.

DUTIES AND FUNCTIONS:

- 1) Works with the Board and Staff to develop positions on issues, programs, strategies, and activities that protect and restore Indiana's forests.
- 2) Works with IFA's President and other Board Members to: (i) articulate the vision and positions of IFA, (ii) explain IFA's actions to the public and news media, and (iii) lead and direct advocacy and lobbying of local, municipal, state, and federal government officials and legislators to adopt public policies consistent with IFA positions. Delegates this role to Staff when appropriate and oversees their communications to ensure they are in keeping with the vision, positions, and policies of the IFA. Builds a public profile and brand of IFA as a tireless defender of Indiana's forests and a well-informed, full-time advocate for their protection with an enduring presence in the halls of Indiana government.
- 3) Works with the Staff and Board to draft IFA's Five-Year Strategic Plan outlining the mission, goals, and programmatic objectives of the organization. Facilitates input into the Plan and its adoption by the Membership at IFA's Annual Member Meeting.
- 4) Drafts an annual Action Plan and Business Plan to implement the Strategic Plan and facilitates its adoption at IFA's Annual Member Meeting. Drafts an annual budget for adoption by the Board to direct IFA's activities and expenditures within the framework of the annual Action Plan and Business Plan.
- 5) Advises the Board of the perceived need for *as hoc* revisions to the annual Action Plan and Business Plan to address unanticipated exigencies. Works with Staff and the Board to draft such *ad hoc* revisions. Facilitates input into such draft revisions and their approval by the Board or a special meeting of the Membership.
- 6) Prepares agendas and materials regarding the operations and finances of IFA for Board Meetings to enable Board Members to carry out their responsibilities to IFA as defined in the job description for Board Members.

- 7) Works with administrative staff to monitor the finances of IFA and prepare financial reports to assist the IFA Treasurer and Board in assessing the organization's financial health at Board Meetings.
- 8) Regulates the organization's activities to ensure that expenses can be sustained by actual income. Ensures that IFA's bank balance and carryover of accounts into the next year can pay for at least three months of budgeted expenses at any given time. Ensures that income is expended for the programmatic purposes for which it is obtained consistent with IFA's annual budget.
- 9) Has the organization's finances audited annually and reports the results of the audit to the Board. Works with Staff and the Board to address any significant issues raised by an audit. Ensures the accuracy and timely filing of tax documents.
- 10) Works with the Board's Personnel Committee and Staff to develop policies on the internal operations of IFA.
- 11) Directs IFA's fundraising efforts by:
 - a. overseeing the execution of an annual fundraising plan by the Development Director that includes materials outlining compelling reasons to give to IFA and objectives for personal solicitations of individuals and businesses, mass appeals, fundraising events, membership renewals, grants, and other means necessary to raise IFA's annual budget. This includes oversight of the Development Director's supervision of the Director of Membership and Outreach;
 - b. working with Board Members to solicit donations and memberships;
 - c. soliciting larger personal and corporate donations, identifying and approaching foundations and working with relevant staff to develop grant proposals; and
 - d. ensuring that all fundraising complies with policies of the Board.
- 12) Oversees and assists other Staff to ensure they accomplish the objectives in their job descriptions. This includes:
 - a. brainstorming and delegating the research, development, and advocacy of IFA policy on forests to the Conservation Director and overseeing that work addressing state forests, private forests, biological surveys, carbon sequestration and other work that establishes the case for protecting and restoring forests. This also includes oversight of

the Conservation Director's supervision of the Hoosier National Forest Director and Forests For Indy Director;

- b. brainstorming, delegating, and overseeing the communications, organizational branding and lobbying by the Director of Communications and Legislative Affairs. This includes approving the arrangement and content of IFA's web site, assisting in the planning of content and publication schedules for The Forest Defender Journal and Forest Flash E-Letter and writing articles for these publications as well as blogs and social media posts; and
- c. overseeing IFA administrative operations by the Office Manager. This includes payment of staff and other expenses, deposit of income, management of IFA's bank accounts and bookkeeping, reporting on IFA's finances as stated in # 6, #7 and #9, maintaining the organization's records and files, complying with reporting requirements, maintaining equipment and supplies, enforcing IFA's Personnel Policies and onboarding and orientation of new staff.

13) Fills new or vacant staff positions authorized by the Board or delegates this task to supervisors of positions.

14) Conducts annual performance evaluations of the Development Director, Conservation Director, Director of Communications and Legislative Affairs, and Office Manager. Submits these evaluations to the Board Personnel Committee for review and signoff. Makes decisions on salary raises based on these evaluations and authorization provided by the IFA annual budget.

15) Brings decisions to initiate litigation and any expenses involved to the Board or the Board Executive Committee for approval in advance of the litigation. Keeps the Board apprised of significant developments in such litigation and obtains Board approval of critical decisions needed over the course of the litigation.

EDUCATION, SKILLS & QUALITIES:

Bachelor's degree in communications, humanities, ecology, biology, public policy or business is required. Post graduate degree is a plus. At least 10 years of work experience required in forest conservation, biology/ecology, forestry and/or executive management, advocacy, organizing and leadership of environmental nonprofits. The person will have great interpersonal communication skills, demonstrated effective experience in conveying messages and ideas to the public and a strong working knowledge of forests, legislation, policies. fundraising, the operations of advocacy-oriented non-profits and how decision-making occurs by governments and businesses. Substantive experience working in Indiana is preferred.

WORK ENVIRONMENT, COMPENSATION & BENEFITS:

IFA offices are located in the English Foundation building at 615 N. Alabama in downtown Indianapolis. This individual will be required to work outside in forests, travel to many one-on-one meetings outside of the office and attend and make presentations at public events, including media events, regulatory hearings, forums, organizing meetings etc.

This is a full-time, salaried position. Salary is \$65,000-\$70,000. IFA offers a generous paid time off policy and an additional stipend to assist with healthcare.

Applicants for the Executive Director position should email a cover letter and resume to Melody Dunn, IFA Office Manager, at: melody@indianaforestalliance.org. Applications will be accepted through March 30, 2024.