



We Protect Lake George, Together

Lake George Association
Executive Director
New York, USA



Background

The Lake George Association (LGA) is the preeminent Lake-protection entity dedicated to safeguarding The Queen of American Lakes in Upstate New York. The LGA has architected and advanced a science-guided, partner-driven model of freshwater protection designed for adaptation and scaling across the country and world-wide.

The LGA brings together the world-class science of The Jefferson Project freshwater research partnership and the Lake George Waterkeeper, with input from its Council of Science Advisors; the dedicated volunteer efforts of its Community Scientists; bold public and private protection partnerships; community education; public policy advocacy; and direct investments in protection programs and activities to deliver an unsurpassed level of care for a Lake unrivaled in its beauty and cleanliness.

Position

The Executive Director is the chief executive officer of the LGA. Reporting to the Chair of the Board, the Executive Director will work collaboratively with the Board of Directors, its officers, and committees to maintain a high-performance organizational culture capable of delivering on the LGA's long-term vision and strategic plan. The Executive Director manages and oversees, both directly and through LGA staff and partners, strategy formulation, program implementation, advocacy, education, marketing and promotion, fundraising, financial management and legal compliance. The Executive Director will ensure that Lake George Association's operational areas of Science & Solutions; Development; Marketing & Communications; Protection Education & Outreach; Finance & Administration and other programmatic strategies are effectively implemented across all segments of the organization.

Responsibilities

Uphold LGA Values & Commitments

A passionate and committed exemplar of the LGA's values and the champion of its four mission-value commitments:

- Commitment to protecting and improving Lake George water quality, and other freshwater resources generally
- Commitment to the Lake George community
- Commitment to LGA members, protectors, supporters, and donors
- Commitment to LGA employees and partners

Strategic Vision and Leadership

- Collaborates with the Board of Directors and staff to develop and implement the strategic plan of the LGA in alignment with the LGA's core mission.
- Serves as lead voice of the organization and external spokesperson for the organization.

- Interfaces and partners with state and local government agencies, legislators, and officials, and directs all advocacy projects.
- Creates and directs partner strategy.
- Establishes decision-making processes that enable the LGA to achieve its long- and short-term goals and objectives.
- Provides inspirational leadership and direction to all team members and ensures the continued development and management of a professional and efficient organization.
- Cultivates a strong and transparent working relationship with the Board and ensures open communication about the measurement of financial, programmatic, and impact performance against the LGA's milestones and goals.
- In coordination with the Board Chair, prepares agendas for Board of Directors meetings and attends meetings.
- Produces and presents an Executive Director's Report for Board meetings.

Program Development & Executive Leadership

- Drives freshwater protection utilizing the LGA's proven science-to-solutions methodology.
- Creates the vision and executes the delivery of Lake George and national freshwater protection programs through partnerships, innovations, and investments.
- Oversees the development and implementation of the new Business-by-Business and Bay-by-Bay initiatives. Oversees expansion of the Protection Education & Outreach programs and partnerships.
- Expands Science capabilities and resources and Science-to-Solutions high impact programs.
- Responsible for LGA communications, including serving as lead spokesperson; work with communications/media/digital and lobbying/advocacy partners to execute LGA communications, brand and advocacy desired outcomes and results.
- Responsible for the Lake George Waterkeeper Program, Program Partners, Lake Science and Water Quality projects, and all other LGA projects. Serves as the integrator of all resources, programs, projects, and activities supported by the LGA in whole or part.

Financial Management

- Responsible for the LGA's financial development, including fundraising, donor recruitment and retention, grant proposals and reports.
- Oversees the formulation and execution of comprehensive marketing, branding and communication strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies and corporations.

- Oversees the financial status of the organization by developing long and short-range financial plans, monitoring and managing the budget, and ensuring sound financial controls are in place; sets financial priorities accurately to ensure the organization is operating in a manner that supports the LGA's goals, programs, and team. Guides the preparation of quarterly/annual reports and annual budgets.

Organizational & Staff Development

- Staffs the LGA's key functional areas with leadership and operating talent that aligns with supporting the delivery of LGA strategy, aspiration and desired impact.
- Empowers and continuously develops direct reports as leadership executives as well as all staff members.
- Conducts staff leadership and management, including work planning, evaluation, and professional development.
- Establishes the optimal balance between LGA FTE's and best-in-class external experts as subject matter partners.
- Fosters a high-performance operating culture where all employees are committed to LGA mission, vision, and values.
- Fosters cross-departmental collaboration and strengthens internal communications with the team.
- Creates and promotes a positive, inclusive work environment throughout the organization that establishes consistency of the LGA's programs and operating strategy.

Qualifications

- Demonstrated interest in and commitment to Lake George and/or freshwater preservation.
- Experience in the field of water quality research, education, or advocacy.
- Bachelor's Degree with a minimum of ten (10) years' experience in managing non-profit organization(s). The Executive Director must have a previously accomplished career that demonstrates the skills required to perform the role and a strong track record of progressive achievement, with measurable results reflective of the LGA's goals and mission.
- Excellent organizing skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to drive consensus to achieve desired outcomes
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, science communicator, and fundraiser
- Significant non-profit experience with board engagement, program execution, development/fundraising, marketing/branding, and financial management experience
- Financially savvy and politically astute leadership with the ability to set clear priorities,

- delegate, and guide investments in people and systems; keen analytic, organization and problem-solving skills that guide and enable sound decision making
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team

Salary

The salary range for this position is \$165,000-\$190,000.

This position description is based upon material provided by the Lake George Association, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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