

### Professional Career Employment Opportunity:

The Lackawanna River Conservation Association (LRCA) is seeking a candidate who can easily work independently and who would be responsible for reporting to the board president and board on a routine basis. The Executive Director plays a key role in the organization's day-to-day operations as well as long-term goals and pursuit of growth opportunities. The ability to lead and navigate through local initiatives and local politics to achieve results with the LRCA's mission is needed. Knowledge of land and water resource conservation practices, environmental issues, current state of affairs a plus. Experience with non-profit work, grant writing and board structures is helpful.

### About us:

The Lackawanna River Conservation Association (LRCA) is a not for profit, charitable and educational organization established in 1987 with a mission to promote the conservation, protection and appropriate management of the Lackawanna River and its watershed resources. In 1995, in furtherance of its mission, the LRCA incorporated a not-for-profit affiliate, the Lackawanna Valley Conservancy (LVC). The LVC mission includes the acquisition of land and water resources to conserve natural, scenic, and cultural resources in the Lackawanna River Watershed in Luzerne, Lackawanna, Wayne, and Susquehanna Counties in Northeast Pennsylvania.

### Our operations:

In practice, the LRCA and LVC are governed by a common voluntary Board of Directors. Planning, education, public involvement, fund raising, membership, administration, and payroll are managed through the LRCA. Land acquisition, easement management and real estate management operations are managed through the LVC. The LVC subscribes to the Standards and Practices of the Land Trust Alliance (LTA) in all aspects of its operations.

### Our Mission:

The LRCA/LVC are non-political, proactive, consensus building organizations that promote the inclusive involvement of the community through mutually beneficial relationships with the river and watershed. LRCA is engaged in public outreach, engagement, and education focused on water resource conservation, water pollution prevention, abandoned mine land restoration, abandoned mine drainage treatment, industrial site cleanup, and economic redevelopment. LVC focuses on acquisition, management and restoration of land and water resources for recreation, habitat conservation, resource management and community development. LVC holds both fee and easement interest in land.

### Position Profile:

The Executive Director is responsible for all aspects of the LRCA/LVC day to day business operations stewardship, fundraising and management of the organization. The ED collaborates with the Board to identify and implement short- and long-term strategic plans and objectives. The ED facilitates management and outreach for conservancy programs and properties and ensures compliance with the Land Trust Alliance(LTA) Standards and Practices and all legal, business, fiduciary, and employment practices. The ED is responsible for supervision of staff, volunteers, and contractors. The ED manages all forms of communications, social media, and messaging about the organization and our missions. The ED helps to lead the implementation of a socially and culturally inclusive workplace and organizational

outlook. The ED displays high standards of professionalism, leadership, cooperation, and integrity. The ED is an integral and active community member who recruits and maintains positive relationships with donors and supporters, landowners, members, volunteers, regional conservation stakeholders, and the larger community.

The Executive Director holds a full-time position, collaborates with, and works at the direction the Board of Directors. The ideal candidate is experienced in not-for-profit organizational management and administration, is knowledgeable about land and water resource conservation and is ready to bring enthusiasm and creativity to advance the missions of the LRCA and LVC.

#### Qualifications:

- Bachelor's Degree or equivalent with a minimum of five years of demonstrated professional leadership experience in non-profit management, fundraising, grant administration.
- Ability to express knowledge of conservation real-estate practices, water resource protection, and community economic development in Pennsylvania.
- Ability to think strategically and manage complex projects, adapt to changing circumstances and meet deadlines.
- Proficiency with Microsoft Office, QuickBooks, Network for Good or similar Donor management software. Experience with Adobe, Word Press or similar publication programs, GIS mapping programs, Web site and social media management programs a plus.
- Strong written and oral communications skills.
- Ability to demonstrate leadership and management skills and values necessary to successfully organize, direct and motivate staff, board, and volunteers to thrive in a team environment.
- Strong assertive negotiation, collaborative, and interpersonal skills with a sense of humor and humility.
- Knowledge of and appreciation for the people, history and environment of the Lackawanna Valley coupled with a passion to build a sustainable future for our region.
- A valid driver's license.

#### Benefits:

- Starting salary base of \$ 55,000 to \$70,000; negotiable relative to experience and qualifications with an annual merit performance review.
- Contribution towards health insurance and pension.
- 10 days annual personal time off (PTO) with additional day per year up to 20 additional days and eight paid holidays.

#### Application:

Send a cover letter with resume and three professional references to: [Jobs@lrca.org](mailto:Jobs@lrca.org) with the subject: "Executive Director Application." Applications will be received until the position is filled. When retained, the successful candidate will serve for one year as Assistant Director to the current Executive Director. Upon retirement of the current director on December 31, 2023. The Assistant Director will assume the position of Executive Director on January 1, 2024.