



# Executive Director Job Description

## **Job Overview**

The Executive Director is responsible for the successful leadership and management of the Western Association of Fish and Wildlife Agencies (WAFWA) according to the strategic direction set by its Board of Directors. The position reports to and is supervised by the Executive Committee and is subject to an annual performance appraisal.

## **Primary Duties and Responsibilities**

The Executive Director performs or has oversight responsibilities for all of the following:

### *Leadership*

- Participates with the Board of Directors in developing a vision and strategic plan to guide WAFWA.
- Identifies, assesses, and informs the Board of Directors of internal and external issues that affect WAFWA.
- Acts as a professional advisor to the Board of Directors on all aspects of WAFWA's activities and the requirements of its constitution and bylaws.
- Hires, manages and directs staff, and conducts performance appraisals.
- Fosters effective team work between the Board of the Directors and the Executive Director and between the Executive Director and staff.
- In addition to the President, acts as a spokesperson for WAFWA.
- Prepares and distributes official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represents WAFWA at professional or other public gatherings to enhance the organization's profile.
- Ensures new directors receive orientation to WAFWA, as necessary and appropriate.

### *Operational planning and management*

- Develops an operational plan which incorporates goals and objectives that work towards the strategic direction of WAFWA, as approved by its Board of Directors.
- Ensures that the operation of the organization meets the expectations of its members, Board of Directors and granting entities.
- Oversees the efficient and effective day-to-day operation of the organization.
- Drafts policies for approval by the Board of Directors or Executive Committee and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board or Executive Committee, as appropriate.
- Ensures that personnel and customer files are securely stored and privacy/confidentiality is maintained.

- Provides support to the membership by preparing meeting agendas and supporting materials, and recording minutes of the Executive Committee, Budget, Finance and Compliance Committee and business meetings.
- Serves as the organization's Compliance Officer, ensures personnel adherence to existing compliance policies, conducts investigations as required, issue reports and recommendations, and handle follow-through once final decisions are made by the Executive Committee.

#### *Program planning and management*

- Oversees the planning, implementation and evaluation of WAFWA's programs and services.
- Ensures that the programs and services offered by WAFWA contribute to the organization's mission and reflect the priorities of the Board of Directors.
- Monitors delivery of the programs and services of WAFWA to maintain or improve quality.
- Oversees the planning, implementation, execution and evaluation of special projects.

#### *Human resources planning and management*

- Determines staffing requirements for organizational management and program delivery.
- Oversees the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establishes a positive, healthy and safe work environment in accordance with all appropriate laws and regulations.
- Recruits, interviews and selects staff that have the right technical and personal abilities to help further WAFWA's mission.
- Ensures that all staff receives an orientation to WAFWA and that appropriate training is provided.
- Implements and maintains a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coaches and mentors staff as appropriate to improve performance.
- Disciplines staff when necessary using appropriate techniques; releases staff when necessary using appropriate and legally defensible procedures.

#### *Financial planning and management*

- Works with the Chief Financial Officer, financial staff and the Budget, Finance and Compliance Committee to prepare and recommend a comprehensive fiscal year budget.
- Works with the Board of Directors and Chief Financial Officer to secure there is adequate funding for the operation of WAFWA.
- Works with the Chief Financial Officer in researching funding sources, oversees the development of fund raising plans and writes funding proposals to increase funding for WAFWA.
- Participates in fundraising activities as appropriate
- Approves expenditures within the authority delegated by the Executive Committee.
- In concert with the Chief Financial officer, ensures that sound book keeping and accounting procedures are followed.
- Ensures that WAFWA complies with all legislation covering taxation and withholding payments and 990 tax forms.

- Oversees the Chief Financial Officer's responsibilities of approved budget, revenues, expenditures and cash flow management.

#### *Constituency relations/advocacy*

- Communicates with member agencies and partner entities to keep them informed of the work of the organization and services of WAFWA.
- Establishes good working relationships and collaborative arrangements with member agencies, granting entities and other organizations or member entities to help achieve the goals of WAFWA.
- Maintain constant contact and work with WAFWA committee and working group Chairs and Vice Chairs to ensure productive meetings and work activities, that assist in the furtherance of WAFWA's goals.

#### *Risk management*

- Identifies and evaluates the risks to WAFWA's members, staff, management, volunteers, property, finances, goodwill, and image and implement measures to control risks.
- Ensures that the Board of Directors and WAFWA carries appropriate and adequate insurance coverage.
- Ensures that the Board of Directors and staff understand the terms, conditions and limitations of the insurance coverage

### **Qualifications**

#### *Education*

- Bachelor's or Master's degree in a related field

#### *Experience*

- The Executive Director must have at least 12-15 years of broad professional management experience, including at least five years of experience at the executive level, and have a firm understanding of the differences in the function and operation between for-profit and non-profit organizations.

#### *Knowledge, skills and abilities*

- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations.
- Knowledge of all federal and provincial legislation applicable to non-profit organizations including, but not limited to employment standards, human rights, occupational health and safety, charities, taxation, and health coverage.
- Knowledge of current challenges and opportunities relating to the mission of WAFWA.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.

#### *Proficiencies*

- Use of computers and general office equipment
  - Word processing and spreadsheets

- Financial management software
  - E-mail
  - Internet and intranet
  - Copying/faxing
- Strong writing skills.
  - Strong public speaking skills.
  - Strong organizational skills.

#### *Personal characteristics*

- *Adaptability*: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically*: Understand ethical behavior and business practices, and also ensure that one's own behavior and the behavior of others is consistent with these standards and aligns with the values of WAFWA.
- *Build Relationships*: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of WAFWA.
- *Communicate Effectively*: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation*: Develop new and unique ways to improve operations of WAFWA and to create new opportunities.
- *Focus on Member Needs*: Anticipate, understand, and respond to the needs of internal and external customers to meet or exceed their expectations within WAFWA's parameters.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance WAFWA's effectiveness.
- *Lead*: Positively influence others to achieve results that are in the best interest of WAFWA.
- *Make Decisions*: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- *Plan*: Determine strategies to move WAFWA forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Think Strategically*: Assesses options and actions based on trends and conditions in the environment, and the vision and values of WAFWA.

#### **Working Environment and Travel**

- Work takes place in a professional office environment at the organization's headquarters office in Boise, Idaho.
- Work involves a standard work week, but additionally will often work evening, weekends, and extra hours to accommodate activities such as Board or committee meetings and representing WAFWA at public events or professional gatherings.
- Periodic travel is required, including overnight stays.