

## **Job Announcement**

### **Executive Director**

The North American Invasive Species Management Association (NAISMA) seeks its next Executive Director to further its mission: to support, promote, and empower invasive species prevention and management in North America. NAISMA has a welcoming and collaborative culture that supports diverse ideas, perspectives, and encourages inclusiveness across geographic, cultural and other groups. NAISMA began as a grassroots association of Western U.S. land managers 30 years ago. Today, the organization has nearly 600 members and partners who do aquatic, terrestrial, and forest health invasive species management from across North America from local to state and federal levels. NAISMA provides a supportive community, trainings, and resources for anyone who engages in invasive species management and/or prevention. Examples of our members include employees of state and provincial pest councils, national parks, nonprofit preserves, soil and water conservation districts, university extension agencies, state, and federal agencies, and many more individuals and organizations dedicated to managing lands and waters.

Reporting to and in partnership with the board of directors, the Executive Director is the senior manager of the organization. The Executive Director is responsible for managing the organization's assets including but not limited to the patented PlayCleanGo® campaign, Invasive Species Manager Trainings, Weed Free Products standards and certification, National Invasive Species Awareness Week, and MOUs with national agencies; effectively and efficiently directing operational budgets; increasing revenue; optimizing financial operations; supervising and providing leadership and feedback to staff; advising the board of directors on organizational activities; overseeing and streamlining daily operations; and executing special projects.

The Executive Director promotes the organization's mission and objectives, maintains positive relationships with internal and external stakeholders, works with staff to achieve organizational goals, and maintains sound financial practices, including tax and reporting compliance. The Executive Director is the face of the organization, delivering presentations when needed to external organizations. They have strong leadership qualities, relevant experience fundraising and managing budgets, as well as excellent planning and organizational skills.

NAISMA is currently based in Milwaukee, Wisconsin with staff and contractors located within and outside the state. The successful applicant can work remotely from any location. The organization employs both staff and contractors within and outside the state.

#### **Executive Director Responsibilities:**

- Develop and direct organizational and fundraising strategy in collaboration with the board of directors.
- Ensure that organization operations and activities align with the strategic plan.
- Maintain organizational policies and ethics.
- Oversee day-to-day activities.



### **Executive Director Responsibilities, continued:**

- Secure donations and new organization partnerships from individuals, foundations, and corporations.
- Supervise and conduct performance reviews of staff.
- Oversee financial accounts; prepare comprehensive budgets and work with the accountant to review and report on revenue and expenditure to the executive committee and board of directors and staff as needed.
- Engage with organizations and partners to develop strategic relationships that amplify NAISMA's reach.
- Oversee the planning and execution of the annual conference.
- Submit and manage grant proposals and grant reporting.
- Work collaboratively with all programs to plan milestones and requirements of all teams within the organization regarding fundraising activities.
- Work with marketing staff to create print and digital marketing materials related to fundraising.
- Deliver presentations about the organization to virtual and in-person meetings as needed.
- Travel to meet with staff and contractors on a bimonthly or quarterly basis depending on program management needs and Covid-19 safety.
- Travel to the annual conference and other conferences and meetings as needed.

### **Qualifications**

- MBA or Master's Degree in a relevant field (preferred), plus 2-3 years executive, budget management, fundraising and supervisory experience.  
OR
- Bachelor's Degree in a relevant field plus 5-7 years of executive, budget management, fundraising and supervisory experience.
- Experience leading a national or regional organization.
- Extensive organization management experience.
- Excellent communication skills.
- Experience building and maintaining donor or member and sponsor relationships
- Experience managing a non-profit organization (preferred).
- Experience in natural resource and/or invasive species management (preferred).

This is a full-time position with flexibility in working hours and can be held remotely. A contractor position would be considered, but an employee is preferred. The salary range for this position is \$68,000 - \$75,000 with a limited flex benefit plan to cover eligible non-taxable reimbursements. Interested candidates should send their resumes, a cover letter and 3 references, in one (1) single PDF in an email with subject line, "Executive Director Position Application," to [employment@naisma.org](mailto:employment@naisma.org) by March 16, 2022. Inquiries may also be sent to that email address.

NAISMA is an equal opportunity employer that does not discriminate on the basis of race, gender, ethnicity, disability, or sexual orientation.