



Western Association of Fish & Wildlife Agencies

JOB ANNOUNCEMENT

- Position:** Executive Director
Date Posted: February 22, 2021
Closing Date: March 14, 2021
Location: Boise, Idaho (with possibility for remote work)
Salary Range: \$120,000 - \$150,000

The Western Association of Fish and Wildlife Agencies (WAFWA) is seeking a motivated and visionary leader to serve as its next Executive Director. Reporting to the Board of Directors (Board), the Executive Director manages all aspects of the organization's governance and operations in accordance with the WAFWA bylaws and other established policies and procedures.

About WAFWA

WAFWA and its supporting foundations, the Foundation for Western Fish and Wildlife and the Species Restoration Foundation, represent 24 states and Canadian provinces. These states and provinces cover an area of over 3.7 million square miles that includes North America's most wild and scenic country. Since 1922, WAFWA's mission has been to advance collaborative, proactive, science-based fish and wildlife conservation and management across the west to help support the conservation of these resources for the use and benefit of all citizens, now and in the future. Additional information about WAFWA can be found at: www.wafwa.org.

Responsibilities

The Executive Director oversees the day-to-day operation of the organization, including supervising a small staff and several contractors, providing direction to initiative leads, and coordinating and implementing effective operating, marketing, financial, and legal strategies for WAFWA. Key responsibilities include:

- Serving as the WAFWA representative working in cooperation with internal and external partners, including international, national, and state government agencies, to provide the technical leadership and staff level coordination related to the development and implementation of complex fish and wildlife programs.
- Meeting with the Executive Committee and Board on a regular basis to provide direction and advice, maintain WAFWA's alignment with its strategic plan, and keep members advised on all aspects of operations.
- Developing and implementing fundraising strategies in support of WAFWA's mission.
- Initiating, developing, and maintaining positive cooperative relationships with state fish & wildlife agency directors, key NGO leaders, and other state and federal conservation leaders.



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- Developing and executing comprehensive outreach strategies to elevate the visibility of WAFWA with the conservation community and general public.
- Working with the Executive Committee to develop and implement an annual budget and overseeing all fiscal activities of the organization, including budgeting and fiscal reports, audits, and investments.
- Supervising staff and contractors and overseeing all aspects of WAFWA's human resource management.
- Directing and monitoring the timely development of grants and ensuring performance reports are completed accurately and in a timely manner.
- Negotiating and implementing all professional, event, and legal contracts for WAFWA.

Qualifications

- Strong leadership and communication skills
- Outstanding organizational and time management skills
- High level of business acumen, including the development and implementation of business plans for an organization
- Demonstrated record of recruiting, retaining, and supporting quality staff
- High degree of motivation and energy with a proven track record of accomplishments linked to an organization's mission
- Knowledge of federal and state grants processes and procedures
- Successful strategic plan development and implementation
- Knowledge of federal and state laws pertaining to the operation of a non-profit entity

Education and Experience

- A Bachelor's degree is required, and a Masters degree preferred in natural resource management, business management, public administration, or a related field.
- A minimum of 10 years of experience as a manager working for a non-profit organization, business or government agency is preferred.

Personal Demands

The Executive Director will at all times maintain a professional and positive image and attitude regarding WAFWA and its efforts to enhance fish and wildlife conservation in the West. Candidates must demonstrate a commitment to continued professional growth and development. The candidate is also expected to demonstrate a commitment to diversity and be respectful of differing political, religious and personal beliefs, including differences in social and economic background, lifestyles, gender, race, and intellectual abilities.

The Executive Director is expected to attend numerous annual meetings, such as: The North American Wildlife and Natural Resources Conference, AFWA Annual Meeting,



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WAFWA annual meetings (two per year), and relevant NGO meetings and conventions. Overnight travel may exceed 30 nights per year.

Compensation/Location

The starting salary range for this position is \$120,000 - \$150,000, negotiable and based upon qualifications and experience. Benefits include Health Insurance, 401K, and personal vacation and sick leave. Preference will be given to applicants that can work out of WAFWA's headquarters in Boise, Idaho. Considerations may be made for an exemplary candidate that can demonstrate proficiency in managing employees in a telework setting and can easily commute to Boise on a regular basis.

How to Apply

Qualified applicants should submit the following items:

1. A resume detailing your education, relevant experience, training, skills, and other information to support your qualification for the position.
2. A cover letter that includes a clear, concise descriptions of your qualifications relative to the qualifications listed above.
3. Three references with their contact information.

Please submit these materials by March 14, 2021 to Dr. Chris Moore at chris.moore@wafwa.org. The most qualified candidates will be invited for an interview in early April with a preferred start date of May 1, 2021. Applicants tentatively selected for this position could be subject to additional background checks and must be a U.S. citizen or alien authorized to work in the United States.