



## Lake County Resources Initiative

*A Healthy Economy and Environment based on Sustainable Natural Resources, ensuring Quality of Life for Present and Future Generations*

### **Job Description: Associate Director**

#### **Reports to: Executive Director**

#### **Purpose:**

To develop, manage, and implement the fundraising plan and to provide additional administrative support to the organization. The position is in training to take the Executive Director position in approximately a year.

#### **Status:**

Exempt position, 40 hours per week

#### **Pay and benefits:**

Salary is negotiable and based on experience a, \$250/month toward IRA and/or health benefits, federal holidays and 2 weeks annual paid vacation with increases in vacation with time in position

**Closing Date:** September 30, 2016

#### **About Us:**

Lake County Resources Initiative (LCRI) is a community-based, private non-profit organization 501 (c) 3 whose mission is to: promote forest and watershed health, promote renewable energy and expand local educational opportunities. Creating and maintaining family wage jobs in natural resources, and broaden understanding of the links between ecosystem health and community well-being. More information can be found on LCRI's website, [www.lcri.org](http://www.lcri.org).

#### **Essential Functions:**

##### **1. Fundraising and Donor Relations**

As a non-profit, Lake County Resources Initiative (LCRI) is dependent on a diversified and successful fundraising plan.

The Associate Director manages and implements the fund raising plan with the assistance of the Executive Director and the Board of Directors (Board).

- Assist with the development of a strategic long-term fund-raising plan
- Manage the fundraising plan on a day-to-day basis
- Participate in fundraising for general administration, programs, site development and maintenance, through grant writing, donor appeals, capital campaigns, special events, earned income, etc.
- Assist the Executive Director in developing and maintaining excellent relationships with grant funders, and both private and corporate donors
- Conduct grant research, writing, and reporting to the Executive Director and other staff
- Manage fundraising events
- Maintain complete and accurate fundraising records at all times

##### **2. Community and Public Relations**

The Associate Director holds some outreach responsibilities and works closely with the Executive Director to present a strong, positive image of LCRI programs, products and services to relevant stakeholders.

- Assist with the production of key communication tools such as an e-newsletter, webpage, Facebook, other electronic sources, and local newspapers
- Assist with the production of outreach materials (displays, brochures, flyers, articles, press releases,

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website and background materials)

- Serve as a spokesperson for LCRI at site tours, events, media interviews, etc.

### **3. Administrative and Additional Responsibilities**

- Attend staff, board, and other relevant meetings as necessary
- Coordinate volunteer program including volunteer recruitment
- Provide various office duties to include telephone, paper and email communication
- Assist with document review and editing
- Take on additional tasks as directed by the Executive Director

### **Qualifications**

- Successful experience in nonprofit fundraising, including donor relations, grant writing and Reporting
- Minimum education of a Bachelors in natural resources or education, or related field
- Strong communication skills, including public speaking and writing
- Experience working with volunteers, non-profits, and community-based organizations
- Ability to work independently and as part of a team
- Ability to use computers, including proficiency with Microsoft Word, Excel, Outlook, and Access
- Excellent organizational skills and the ability to handle multiple demands
- Experience working with people of diverse backgrounds
- Experience in the areas of natural resources and education considered a must

### **How to Apply**

To apply for this position, submit:

1. Letter of interest - In your letter of interest, state 1) your experience with these responsibilities and how you meet the stated qualifications, 2) when you would be available to start work, and 3) that we may contact your references and past employers.
2. Resume.
3. Contact information (phone and email) for three professional references.

Letters of recommendation, writing samples, and/or college transcripts may be requested for top applicants. Applications must be received by close of business on September 30, 2016. Incomplete applications will not be accepted. Email application materials to: Jim Walls, [jim.walls@lcri.org](mailto:jim.walls@lcri.org). Phone inquiries can be made to the office at 541-947-5461 or Pam Talbott, LCRI Board Member at 541-219-1402