

## **Executive Director, Lemon Bay Conservancy**

Lemon Bay Conservancy (LBC), a nonprofit organization founded in 1971, is dedicated to the preservation, protection, and acquisition of natural lands and waters of the Lemon Bay aquatic system. Our mission is carried out through conservation land stewardship, environmental education, and advocacy for sustainable conservation policies. We own and manage several conservation properties, including the highly successful Lemon Creek Wildflower Preserve, which thrives thanks to our dedicated and skilled volunteer team.

### **Position Summary**

The Executive Director is the chief executive officer of Lemon Bay Conservancy, responsible for leading all aspects of the organization's operations, strategic initiatives, and growth. This is a hands-on role that requires a dynamic leader with a strong passion for conservation and a talent for communication and community engagement. The Executive Director will report to the Board of Directors and work in close partnership with a strong team of talented volunteers.

### **Key Responsibilities**

- **Organizational Leadership & Management:**
  - Oversee day-to-day operations and administrative functions.
  - Cultivate and manage relationships with our dedicated volunteer base, fostering an environment that encourages leadership and broad involvement in all aspects of our work.
  - Work with the board and volunteers to evaluate and revise the organization's strategic vision to align with future goals for the long-term organization's future.
- **Fundraising & Financial Management:**
  - Serve as the primary fundraiser and public face of the organization, leading efforts to secure major gifts, grants, and other funding.
  - Develop and produce a regular newsletter, leveraging it as a key tool for outreach, donor relations, and community education.
  - Manage the organization's budget and ensure fiscal responsibility.
- **Environmental Education & Outreach:**

- Serve as an ambassador for the organization by speaking at meetings of community civic groups such as Rotary, Chambers of commerce, and homeowners' associations.
- Facilitate engaging environmental education programs for all ages, including guided nature hikes, kayak excursions, and hands-on activities.
- Create and implement effective outreach strategies through our newsletter, website, social media, and email communications to expand our reach and engagement.
- Demonstrate strong public speaking and teaching abilities.

- **Conservation & Advocacy:**
  - Lead the organization's conservation efforts, prioritizing the health and resilience of coastal habitats throughout Lemon Bay and upland habitats.
  - Implement community citizen science programs focused on habitat monitoring and preservation.
  - Represent LBC at local, regional, and state meetings, conferences, and forums, including CHNEP, SWFWMD, other regional initiatives, and advocate for sound environmental policies on behalf of the organization.

## **Preferred Qualifications**

- A bachelor's degree in a relevant field.
- Proven experience in a leadership role, preferably within a non-profit or conservation organization.
- Demonstrated success in fundraising, grant writing, and donor cultivation.
- Exceptional written and verbal communication skills, with experience in public speaking and teaching.
- A passion for conservation and a deep understanding of Florida's ecosystems, particularly coastal and estuarine habitats.
- Experience working with volunteers and a track record of building and managing strong teams.

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**To Apply:** Please submit your résumé, a cover letter, and a list of three professional references to [lbconservancy@comcast.net](mailto:lbconservancy@comcast.net). Applications will be reviewed on a rolling basis.