



**ADIRONDACK CENTER *for* LOON CONSERVATION**  
**EXECUTIVE DIRECTOR POSITION POSTING**  
**JUNE, 2024**

The Adirondack Center for Loon Conservation, [www.adkloon.org](http://www.adkloon.org), a dynamic nonprofit wildlife conservation organization based in Saranac Lake, NY, is seeking a highly motivated, enthusiastic, experienced, and detail-oriented Executive Director to join our dedicated team. The ACLC Executive Director oversees the financial operations, communication, fundraising, science, conservation, education, and administrative activities of the organization in order to support the mission and strategic plan objectives of the Adirondack Center for Loon Conservation.

Our ideal candidate will have a deep passion for the mission of the Adirondack Center for Loon Conservation, leadership experience, and enthusiasm for connecting with stakeholders and supporters. Additionally, our future Executive Director should be friendly, social, outgoing, cool under pressure, detail and deadline oriented, flexible, a quick learner, multi-tasker, have a great sense of humor and positive attitude, and willing to do what needs to be done to make things happen. If you are happy to leap in and get your hands dirty (*maybe even with loon poop!*), and don't know the meaning of "not my job," then we are looking for you!

**QUALIFICATIONS:** This is a stimulating position, and is best suited for an enthusiastic highly motivated individual who enjoys engaging with the public. Demonstrated leadership skills and appropriate education level preferred. A familiarity with New York's Adirondack Park and an interest in wildlife conservation is a plus.

The successful candidate will demonstrate:

1. Transparent and high integrity leadership;
2. Understanding of budget management skills including budget preparation, analysis, decision-making and reporting;
3. Strong organizational abilities including planning, delegating, program development, project management, and task facilitation;
4. Interest in the process of scientific research, environmental conservation, and wildlife management;
5. An ability to communicate clearly and effectively both verbally and in writing;
6. Superior organizational skills;
7. Resourcefulness and independence;
8. A basic understanding and ability to oversee communication and fundraising activities, including database management; social media; and website management; and
9. Problem-solving skills executed in a timely manner.

A valid driver's license and access to personal transportation (with proof of insurance) is required for occasional work-related travel, such as events or fieldwork.

Some travel and the flexibility to work occasional evenings and weekends for ACLC's events will be required, particularly during the summer.



**RESPONSIBILITIES INCLUDE:**

- Leading the ACLC in a manner that supports and guides the organization's mission and strategic objectives as defined by the Board of Directors;
- Board, staff, and community communications;
- Fiscal skills to oversee the development and implementation of budgets, grants and fundraising.
- Strategic planning, and staff and financial development to insure fiscal integrity and scientific excellence.
- Supervision and leadership of all staff. Recruitment of new staff and leadership and management of all staff in compliance with the standards of the organization and state and federal law.
- Overseeing fundraising and developing other resources necessary to support the ACLC's mission;
- Effective administration and management of the ACLC's operations and programs;
- Enhancing the ACLC's image by being active and visible in the community, and by working closely with other professional, civic and private organizations;
- Facilitating collaboration with the ACLC's partners and collaborators; and,
- Conducting other duties as directed or assigned by the ACLC Board of Directors

**SALARY: \$65,000 - \$75,000** commensurate with experience. Health, vacation, and retirement benefits included.

**HOURS/SCHEDULE:** This is an exempt full time position with hours varying depending on the time of year and program demands. Weather and other factors may also determine the work schedule.

**TO APPLY:** Please email a **cover letter detailing your qualifications, your resume, and three references** to [humanresources@adkloon.org](mailto:humanresources@adkloon.org) **before June 30, 2024. Note that a cover letter is REQUIRED.**

**START DATE: August 12, 2024,** or when position is filled.

*The Adirondack Center for Loon Conservation is an equal opportunity employer. The Adirondack Center for Loon Conservation provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, age, religion, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*