

## **President + Chief Executive Officer**

Kalamazoo Nature Center

This position description is abbreviated. Please visit [www.coopercoleman.com/current-searches](http://www.coopercoleman.com/current-searches) to view and download the complete prospectus.

### **POSITION SUMMARY**

The Kalamazoo Nature Center seeks a President + Chief Executive Officer to lead the organization. The President + CEO is responsible for all financial, operational, administrative, and legal/compliance aspects of organizational management, including but not limited to public relations, financial management, fundraising, organizational development, and staffing. This executive leader liaises with and coordinates the contributions of diverse groups of trustees, donors, staff, volunteers, and community groups. The President + CEO works under authority granted by the Board of Trustees and will have the full support of this active and engaged Board.

KNC's ideal President+ CEO is a decisive, charismatic, mission-driven executive leader, a proven fundraiser, and a seasoned people manager. They are inspiring, authentic, and diplomatic; financially and operationally savvy; experienced in managing and overseeing complex programs, including those funded by grants.

They possess a well-developed executive presence and an ability to externally represent KNC confidently, skillfully, and strategically, elevating the organization's profile throughout its various communities of current and prospective funders, clients, and partner organizations.

They have the humility and curiosity first to observe and learn the vastness of its programs and services, recognizing the strength and effectiveness of the professionals leading those various departments and programs. They are resilient in the face of challenges, ambiguity, and adversity; they are adaptable and decisive.

The next President + CEO is a systemic thinker and problem-solver who exercises irreproachable integrity and judgment when addressing organization-level challenges and opportunities. They are a transformative thinker, a compelling, long-term visionary who inspires, motivates, and empowers those in their charge.

### **ESSENTIAL JOB FUNCTIONS**

#### **Strategic Leadership + Organizational Development**

- Work in partnership with the Board, Executive Team, and staff to provide strategic direction, insight, and pragmatic vision to achieve desired outcomes and mission growth
- Guide the development, prioritization, implementation, and tracking of the overall organizational strategy, goals, and outcome metrics
- Ensure that the mission and core values of KNC are centered in the work
- Lead staff in the planning, development, implementation, evaluation, and evolution of programs that align with KNC's strategic vision and values and ensure impact

- Ensure the organization has the resources, technologies, operations, and policies in place to work efficiently and meet the highest standards for financial controls, HR policies, fund development, legal, and federal and state compliance

#### **Financial Oversight, Organizational Management, + Administration**

- Manage operations and personnel, including hiring and organization restructuring/staff role changes; oversight of contracts, grants, land leases, legal consultation, and federal and state permits; and general administrative tasks
- Propose, obtain approval of, and implement KNC's annual budget in cooperation with the Board of Trustees, addressing current operating budget issues
- Ensure robust financial management of the organization, making appropriate decisions on strategic priorities and providing general financial oversight

#### **Program Development + Delivery**

- Develop programs to fulfill KNC's mission, ensuring contractual compliance for all KNC programs and initiatives
- Provide a current perspective on funding models that will build the capacity of the successful programs
- Maintain ultimate oversight of all KNC's programs and initiatives

#### **Fundraising**

- Ultimately responsible to the Board of Trustees for oversight and execution of fundraising operations adequate to support KNC's mission and to fulfill annual, short-, and long-term budget requirements
- Provide leadership in developing and implementing a fundraising strategy, including individual, foundation, and corporate major giving, planned giving, and grants
- In partnership with the Director of Development, implement a sustainable fundraising strategy that ensures KNC has the financial resources necessary to implement and grow its work
- In coordination with the Board, evaluate the feasibility of a capital or major Campaign

#### **External Relations + Communications**

- Be a passionate thought leader in the community and spokesperson for KNC, clearly and fervently communicating and advocating for its mission
- Cultivate strong relationships at the state and local levels; among peers and partner organizations; among donors, grant-makers, and government entities; with the media; and with the community at large
- Develop strategic partnerships and alliances that broaden KNC's reach and effectiveness

- Bear ultimate responsibility to the Board of Trustees for executing a public relations and communications plan to support KNC's programs, mission, and vision in accordance with the organization's strategic plans

### **Team Development + Personnel Management**

- Create a strong, inclusive, and supportive internal culture that engages, inspires, develops, and retains a diverse community of staff, volunteers, consultants, and community partners
- Lead the Executive Team in interdepartmental decision-making processes, major program changes and restructuring, capital planning, and expenditures
- Develop future leadership within the organization by ensuring staff receive the professional development, growth opportunities, and support needed to succeed
- In collaboration with the Board, lead the organization in a major priority of developing a compensation study and plan
- Lead the organization's hiring strategy to ensure KNC has the right competencies and an inclusive and equitable process

### **Board Relations + Communications**

- Support the Board in executing its governance responsibilities by keeping them fully informed of and advised about relevant issues through ongoing communication
- Partner with the Board Chair and Executive Committee to continuously improve the experience, knowledge, and capabilities of the Board of Trustees to ensure organizational success

### **QUALIFICATIONS**

With the understanding that no one person will offer every desired skill and characteristic outlined below, compelling candidates will offer much of the following:

#### **Education + Experience Requirements**

- Bachelor's degree is required; master's or Ph.D. in environmental sciences, conservation, or other aligned fields preferred
- Five or more years of nonprofit executive management experience with proven leadership and strategic planning abilities and ten years of professional work experience
- Preference for experience and passion in the following areas: ecology, natural resources, environmental education, stewardship, justice, advocacy, and access
- The capability to envision and chart meaningful organizational growth while maintaining a strong, sustainable foundation
- Experience managing multiple lines of services and programs

- A demonstrated commitment to diversity, equity, and inclusion efforts and a strong understanding of the integration of EID considerations into all aspects of a social purpose organization's work.
- Knowledge and practice of professional principles/ethics (e.g., client and staff confidentiality, board/staff interrelations, nonprofit, tax-exempt agency operations)
- Proven development strategy and fundraising experience with the ability to cultivate authentic, meaningful relationships with major constituencies

### **Skills + Competencies**

A list of Skills + Competencies, and Attributes of Success are outlined in the complete prospectus.

### **REPORTING RELATIONSHIPS**

The President + CEO reports to the volunteer Board of Trustees, represented by the Board Chairperson, and supervises six direct reports.

### **LOCATION**

This position is located in Kalamazoo, MI, and requires the successful candidate to reside in or relocate to the area. Relocation assistance will be considered at the time of offer if the chosen candidate resides outside the area.

### **COMPENSATION + BENEFITS**

**The salary range for this position is \$130,000 - \$150,000+.**

Kalamazoo Nature Center offers a full benefits package, which is detailed in the prospectus.

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires salary ranges or salary starting points to be published for each search.

### **EEO + DIVERSITY, EQUITY, AND INCLUSION**

The Kalamazoo Nature Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, 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.

### **SUBMISSION INSTRUCTIONS** *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of the Kalamazoo Nature Center. To apply, please [visit this link](#) ([www.coopercoleman.com/current-searches](http://www.coopercoleman.com/current-searches)). Nominations of qualified candidates can be sent to: Kathy Kraushar  
kathy@coopercoleman.com

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation.

*Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates regardless of race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.*