



LAND CONSERVATION  
FOUNDATION

## **JOB ANNOUNCEMENT**

***The Land Conservation Foundation is searching for an Executive Director at 20-30 hours per week.***

**The Land Conservation Foundation (LCF) is a 501(c)(3) charitable organization.**

Our mission is to preserve and restore natural communities in East Central Illinois, create interconnected corridors along rivers, to provide wildlife habitat, and connect people and nature for future generations. LCF owns five preserves.

### **General Duties and Responsibilities**

#### *Administration & Planning – 30%*

- Organize bi-Monthly Board Meetings and committee meetings in coordination with the Executive Committee or committee chair.
- Implementation of strategies and plans as approved by the Board of Directors.
- Maintain comprehensive records.
- Coordinate the stewardship of LCF properties and equipment.
- Assist the Board in long range succession planning and policy development as allowed to ensure a successful future for the foundation and its programs.

#### *Fiscal management – 25%*

- Administration of all funds and the finances of grants and events.
- Process donations and invoices.
- Maintain required financial records, budgets, and timely completion of reports as required by federal, state, and local entities.

#### *Fundraising, Grant Writing & Event Planning – 30%*

- Develop, organize, and execute fundraising events, programs, materials, and meetings to support LCF's mission.
- Identify, apply for, and implement appropriate grants.

#### *Public Outreach – 15%*

- Coordinate activities with local partners.
- Organize a robust volunteer program to lead educational and stewardship events at LCF sites.
- Travel to attend conferences, training and events as required to acquire and maintain

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proficiency in fulfilling the responsibilities of the position.

- Prepare newsletters, press releases, and other public announcements.
- Coordinate administration of the LCF website and Facebook page.

### **Compensation & Benefits**

Compensation will be based on a work week of 20-30 hours and will be negotiated with the qualified candidate and paid monthly. LCF does not provide health insurance or other benefits at this time.

### **Position requirements**

- Being located in proximity to Urbana-Champaign, Illinois.
- A bachelor's degree in natural resource management, agriculture, forestry, or environmental planning, or equivalent as determined by the LCF Board of Directors.
- A valid driver's license.
- Two years' progressive experience working in the nonprofit arena,
- This is a serve at will position.

### **A check list of desirable skills we will be looking for in a candidate**

- Experience and familiarity with working with a board of directors or large committees, grant writing, and fundraising.
- Strong interpersonal skills, motivation, self-direction, and patience.
- Experience in cooperating and partnering with other non-profit organizations and /or governmental agencies and in recruiting and managing volunteers.
- Experience with computers and computer programs, such as Word and Excel,
- Must possess good written and oral communication skills,
- Experience and/or being a volunteer.
- General knowledge of not-for-profit fiscal practices.

**Interested parties can send a short resume via email to Deanna Glosser**, Executive Director, Land Conservation Foundation, [deanna@landconservationfoundation.org](mailto:deanna@landconservationfoundation.org)

**The LCF profile can be viewed at:** <https://www.landconservationfoundation.org>

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. **This announcement will stay open until LCF fills the position.**