

**NATIONAL TROUT CENTER (NTC)  
Director's Position Job Description**

**Position:** Executive Director (*Permanent, Part Time, leading to full time*)

**Reports to:** National Trout Learning Center Board of Directors.

**Supervises:** National Trout Learning Center staff and volunteers.

**Classification:** Exempt

**Estimated Time Requirement:** 24 hours/week for 6 months, April through September, then 16 hours/week for remaining 6 months (960 hours/yr)

**Supervises:** Part time, seasonal Program Director, interns and volunteers

**Contract position:** Approximately \$22880/year

**Effective Date:** April 1, 2020

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**Nature of Work:**

The Executive Director will provide visionary leadership to the development and management of the National Trout Center. Manage and supervise NTC personnel, facility, assets, and programs. Develop and implement an effective fund-raising program to ensure high quality Educational facilities, assets, and programs.

Serves to develop and oversee all program activities and day-to-day operations of the National Trout Center, a 10-year old 501(c)3 nonprofit organization located in Preston, MN. Works with Board of Directors to ensure fiscal responsibilities are met and programming is focused on furthering the mission. Supervises two interns (May-August). Recruits and manages volunteers to help with events, rental of fishing equipment and classes. Serves as the outreach person, attends meetings with key constituents, chambers of commerce, tourism-related groups. Secures business, family and individual sponsors and performs other fundraising activities as needed. Writes and submits news to media outlets, updates social media and website. Manages retail merchandise sales. Updates visitor contacts in database, donor spreadsheet, email and mailing lists.

**Desired Qualifications:**

- Bachelor's degree or appropriate professional certification.
- High interest in Trout Fishing.
- Prior administrative or supervisory experience – demonstrated ability to supervise and lead team of full-time and part-time staff
- Excellent organizational and interpersonal communication skills
- Working knowledge of day-to-day facility maintenance.
- Budgetary experience and fiscal discipline with demonstrated ability to attain revenue goals and control expenses to achieve or exceed budget targets.

- Flexible, creative, diplomatic, energetic, outgoing, caring, enthusiastic, dedicated and team orientated individual, with a passion for the Center’s mission.

## **Specific Responsibilities:**

### **Programs 30%**

1. Advise the Board of Directors and staff regarding avenues of program development and enhancement and oversee implementation of programs that are adopted.
2. Manage groups and activities to minimize/eliminate risk.
3. Work with the staff team to create annual and long-term program plans, identify new niches, and evaluate program efforts with emphasis on membership recruitment.
4. Increase the participation of the public in NTC programs.

### **Budget, Donor Relations (Fund Raising & Volunteer Engagement) 30%**

1. Develop an annual budget and development plan under Board committee direction. and ensure that the staff and operations meet budget targets.
2. Work to increase earned revenue and grant opportunities.
3. Establish an annual budget based on program plans and within the context of broader long term, strategic and fundraising planning activities.
4. Oversee and ensure accurate book keeping.
5. Cooperate with auditor(s) and present audit reports to the Board of Directors.
6. Effectively seek out and prepare grant applications.
7. Ensure the appropriate management of grant funds and the completion of all requirements of grants awarded to the organization.
8. Ensure good fiscal management, that adequate financial control is maintained, and that all financial records are accurate and complete and distributed monthly as directed by the Board.
9. Successfully recruit and nurture donors, especially major donors, to ensure an annual increase in contributed funds.
10. Work to increase membership.
11. Work to retain existing members.
12. Manage the membership program to maximize the benefits of membership for both the organization and each member.
13. Nurture members and help members to feel that they are an important part of the organization.
14. Manage the volunteer program to ensure that voluntary help is properly supported.
15. Ensure that volunteer recruitment and retention efforts are in place and carried out as needed.

### **Marketing and Public Relations 20%**

1. Provide leadership to staff and Board of Directors on matters related to marketing, membership and financial development.
2. In consultation with committees, ensure the planning, success, and evaluation of membership campaigns and special events.
3. Market to new potential user groups / partnerships and maintain responsibility for group contracts and programs.
4. Social Media, Direct Mail and printed Newsletter communication with membership and donors.
5. Work to develop and cultivate relationships, particularly via speaking engagements and contact with financial supporters, community groups, and media.

### **Human Resources 5%**

1. Create and annually update a staffing plan for the center.
2. Hire full time and part time staff with the current and future needs of the Center's overall organizational health in mind.
3. Ensure that personnel procedures or guidelines are compliant with law and periodically updated.
4. Inform the Board of Directors about new employees and provide information regarding their qualifications.
5. Annually advise the Board of Directors regarding continuing employment of all personnel and in a timely manner inform the Board of terminations and the reasons therefore.
6. Ensure that each position has an up-to-date position description that is approved by the Board of Directors.
7. Mentor staff and work to develop annual training and growth objectives for individuals.
8. Supervise all employees and provide an annual written evaluation.
9. Ensure that necessary personnel records are appropriately managed and secure.

### **Facilities 5%**

1. Maintain an up-to-date inventory of buildings and equipment.
2. Ensure that the buildings and grounds are well maintained, clean and attractive.
3. Maintain facilities to a standard necessary to ensure participant safety.
4. Develop facilities to maximize the quality of programs and program delivery.
5. Ensure that groups are successfully recruited to use the facility.

### **Board of Directors 5%**

1. Work closely with Board members and communicate as necessary to ensure congruence between job performance and Board expectations.
2. Support the policies of the Board of Directors and advise the Board toward achieving the mission of the organization.
3. Attend all regular and special meetings of the Board of Directors unless excused by the Board President.
4. Prepare activity reports for Board meetings.

### **Other Responsibilities 5%**

1. Negotiate all leases, insurance and other contracts or agreements pertaining to the organization. Ensure that documents are up-to-date and recommend renewals to the Board of Directors.
2. Ensure compliance with Minnesota's Administrative Codes related to Recreational and Educational Camps.
3. Ensure that records custodian responsibilities are completed in accordance with Board policy.
4. Attend conferences and training events within budget in an effort to network, gain new ideas, and learn better systems of operation.

**Evaluation:** The Executive Director's performance will be responsible for reporting to quarterly Board Meetings and will be reviewed annually.

### **Effect on End Result**

The effort put forth will result in an enriching experience for participating adults, children and families in promoting trout fishing as the gateway to outdoor recreation in the Driftless Area.