



LAKE LANIER ASSOCIATION, INC.

a 501(c)3 nonprofit organization

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EXECUTIVE DIRECTOR

ORGANIZATION BACKGROUND:

The Lake Lanier Association (LLA) is a 501(c)(3) nonprofit organization with a mission to ensure a Clean, Full and Safe Lake Lanier. The Executive Director will be responsible for growing and managing the organization under the direction of the Board of Directors and will work closely with LLA members, prospects, and volunteers.

JOB DESCRIPTION:

The Executive Director (ED) represents LLA and is the public face of the organization. For this reason, the ED must be professional and articulate, as the image of the organization is directly reflected in everything the ED does and says publicly. The ED is also the day-to-day manager of the organization, working at the direction of the Board of Directors. The ED is responsible for supporting all committees and projects. Each committee is typically chaired by a Board Member and the ED will be a *de facto* member of each committee unless specifically exempted. The ED is responsible for all areas of the operation, including membership, marketing, and communication.

The Executive Director must be highly motivated, self-starting, professional, organized, and creative, with education and work experience relevant to operating a nonprofit volunteer organization, including outreach and communications, marketing, membership, and volunteer engagement. The Executive Director should have the experience and ability to manage multiple projects and to create appropriate materials in collaboration with staff and committee chairs. The ED must be able to quickly and effectively utilize technology to accomplish these tasks.

PRIMARY DUTIES:

- Build and guide Member and Community relationships to grow the Association membership.
- Support and lead fundraising actions through memberships, donor relations (community, business, corporate and private), grant writing, procurement and follow up including taking donors to see completed projects on Lanier.
- Speaking engagements to area community organizations (e.g., Rotary clubs, HOAs)
- Represent LLA at stakeholder meetings, Chamber of Commerce events, City Council, and County Commission, Planning, and Zoning meetings.
- Create press releases to publicize LLA successes and perform media interviews.
- Attend meetings conducted by such organizations as U. S. Army Corps of Engineers (Corps), Environmental Protection Department (EPD), Department of Natural Resources (DNR), Georgia Water Districts, and ACF Stakeholders (ACFS), and draft comments to promote policies that are in the best interests of Lake Lanier.
- Maintain and grow relationships with the Corps, DNR, area municipality leaders and staff, state and federal legislators, area businesses, and other lake stakeholders.
- Work closely with and provide support for the Board of Directors on committee projects and Board meetings. LLA has an active Board of Directors that leads many on-lake initiatives and Association programs.
- Active participation on all LLA committees.
- Stay abreast on all issues that might impact Lanier and report these issues and member interests back to the Board of Directors.

- Ensure proper functioning and compliance by the Association with all RFPs, government agreements, contracts, leases, insurance, and government regulations.
- Plan and participate as the primary LLA representative in all membership engagement and recruitment activities, including the Annual Member Celebration, area boat shows and promotional events, LLA Shore Sweep, Lake Lanier Legislative Caucus, LLA webinars, and other virtual and in person events.
- Responsibility for Grant application writing, procurement, and tracking.
- Provide light Information Technology (IT) support and IT problem-solving skills for operational digital applications, e.g., email, computers, printers, Microsoft Office, Quickbooks, Salesforce, and LLA website.
- Support all LLA Programs through member follow-up, tracking, and problem solving.
- Management and oversight of LLA Staff.
- Management of a volunteer workgroup.

REQUIRED AND PREFERRED SKILLS and KNOWLEDGE:

- Minimum of a Bachelor's degree with excellent written and verbal communication skills.
- Previous advocacy association, nonprofit, governmental agency, public relations, or job involving extensive interaction with political and policy groups is highly desirable.
- Must be a self-starter with high energy who works well under pressure with minimum daily supervision while paying close attention to details.
- Excellent organizational, public speaking, problem-solving, and interpersonal skills.
- First-hand familiarity with Lake Lanier, boating, and general area preferred.
- Ability to multi-task and meet deadlines, delivering measurable results and a quality product.
- Flexibility with schedules and job responsibilities. Ability to think strategically, open-mindedly, and create and accept change when necessary.
- The ideal candidate will have a background in water quality issues such as erosion and sedimentation.
- Valid Georgia Driver's License.
- Successful completion of official Georgia Boating Safety Course required. Experience operating a boat preferred.
- Experience with or the ability to learn how to utilize Constant Contact, Wordpress, Microsoft Access, Adobe line of products, Donor CRM platform, and Zoom.
- This is a hands-on position requiring the ability to lift up to 50 lbs. at a time for office receiving, meeting set-up/teardown, etc.
- A background check and references will be required for final candidates.

SALARY:

\$60,000 - \$70,000 per year, commensurate with experience and qualifications. A typical work week may require more than 40 hours, depending on the efficiency of the ED, but we offer flexible scheduling at the judgment of the Executive Director subject to needs of the Board of Directors. Requires some work on evenings and weekends. Some work-from-home opportunities will be afforded. This is primarily an in-office work environment with typically two or three days per week in the office and the remainder in the field meeting with members and other stakeholders and performing out-of-office duties.

APPLICATION PROCESS:

Please e-mail cover letter and resume to: jobs@lakelanier.org.

Candidates who move on to the second round of interviews will be asked to provide three references.

Lake Lanier Association is an equal opportunity employer and considers candidates for employment without regard to race, color, sex, national origin, religion, age, disability or gender.

Target start date May 1, 2022.