Heckrodt Wetland Reserve is hiring an Executive Director! Heckrodt is a 91-acre wetland reserve with an urban footprint, located in Menasha, WI. It contains wetlands, prairie, open fields and upland forests, along with a wide variety of animals. Heckrodt is a key destination in the Fox Valley, providing numerous walking trails, a nature center and a variety of educational programs.

We are searching for our next Executive Director. If you have a passion for nature and are excited to continue to grow and develop the Heckrodt culture, we’d love to consider you for this opportunity.

The Executive Director will provide strategic and operational oversight for Heckrodt Wetland Reserve and will partner closely with the Board of Directors to develop and execute the organizational strategy. This individual will play a key role in fund development, including future capital campaigns. This role will provide leadership for the Heckrodt staff, including staff performance and development.

Specific responsibilities include:

- Continuously develop and enhance the HWR culture, always keeping the Reserve core values at the forefront. The core values are:
  - Passionate about making a positive difference
  - Knowledgeable leaders in environmental stewardship
  - Committed to a family-centered experience
  - Creative, collaborative and resourceful problem solvers
- Responsible for leading Heckrodt Wetland Reserve in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Actively participate and collaborate with the Board in the execution of the strategic planning process. Responsible for implementation of HWR’s programs that carry out the organization’s mission.
- Responsible for oversight of fundraising and developing other revenues necessary to support HWR’s mission. Nurture and maintain major donor relationships and play a key role in development and capital campaigns.
- Responsible for the fiscal integrity of HWR, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Serve as an active participant at all Board and committee meetings.
- Responsible for the enhancement of HWR’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Providing leadership and direction to the Reserve staff, creating a culture of teamwork.

Position requirements:

- Bachelor’s degree preferred. Experience may be considered in lieu of a degree.
- Five or more years nonprofit management experience or equivalent organizational leadership experience.
- Environmental habitat management or naturalist experience preferred.
- Strong public speaking ability.
- A history of generating new revenue steams and improving financial results.
- High level strategic thinking and planning. Ability to envision and convey the organization’s strategic vision to the staff, board, volunteers, and donors.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Has a passion for nature and ability to execute the mission of the Reserve.

To apply please send your resume and cover letter to heckrodtwetlandreserve@gmail.com.