POSITION DESCRIPTION FOR IAGLR EXECUTIVE DIRECTOR

Position summary:
The Executive Director is the chief administrator for the International Association for Great Lakes Research (IAGLR) and is responsible to the IAGLR Board of Directors, acting on behalf of the Association membership. The Executive Director is responsible for:

- the day-to-day management of the Association affairs,
- providing leadership and direction with respect to all educational and outreach programs,
- coordination and planning of the IAGLR annual conference with assistance from the conference Chairperson(s), and
- providing guidance and assistance in budget development and financial management, in cooperation with the Treasurer

The Executive Director must develop solid working relationships with various individuals and organisations, both governmental and non-governmental, to promote the mission of IAGLR, to develop grants and partnerships to support both existing and new programs, and to maintain IAGLR's reputation as a credible source of scientific information. IAGLR is a registered 501.c.3 non-profit charitable organisation.

Duties and Responsibilities

- Provide guidance and assistance in planning for the annual and long term operating budgets for the Association, under the supervision of the Treasurer.
- Coordinate the development of annual work plans for the Association and its committees.
- Provide administrative assistance to Association members, officers, directors, and committees with respect to scheduling and coordinating meetings and developing agendas and other needs.
- Develop fund raising programs and grant proposals that will benefit the Association or complement its activities.
- Direct all education and outreach programs of IAGLR, including the preparation of press and web releases and writing articles on key issues in the Great Lakes.
- Develop good working relationships with both U.S. and Canadian federal, state, and provincial governments, and other public and private organisations and foundations involved with Great Lakes research, policy development, and education.
- Represent the Association within and beyond North America through contacts with federal, state, and provincial governments and natural resource agencies, and with non-governmental scientific, professional, conservation, and trade organisations.
- Serve as a spokesperson for the Association in written and oral communications to professional, governmental, industrial, and public groups.
- Work with our committees to identify and evaluate issues facing the Association and its membership.
- Use the IAGLR website and email notes to keep members informed about Association activities and related issues.

Qualifications

- Broad knowledge of Great Lakes issues and science.
- Knowledge of government agencies (bi-national, federal, state, provincial, and municipal), non-governmental organisations, and foundations involved in generating policy, funding science, and coordinating education and outreach activities related to Great Lakes issues.
- Demonstrated successful grant writing experience such that the position will be self-supporting by the year 2010.
- Excellent organisational and interpersonal skills.
- Excellent ability to communicate effectively orally and in writing, with science professionals, legislators, agency administrators, media, and members of the public.
- Knowledge of budgeting, accounting, and financial management.
- Some ability to maintain and update the Association's website.

Accountability

The Executive Director reports to, and receives general policy and administrative guidance from, the Board of Directors. The Executive Director will provide the Board of Directors quarterly reports on progress in Duties and Responsibilities. The Executive Director's performance will be evaluated annually.

Location

Port Huron, Michigan

Application Process

Interested professionals should submit an application package that includes a cover letter summarising their interest in and qualifications for the position; a CV with a brief summary of grant writing success; three references (including name, title, mailing, and email addresses); salary history and desired salary range. A complete application package must be received by the end of business, **April 27, 2007**. The application should be directed to (no phone calls please):

Matt Simcik, President
International Association for Great Lakes Research
2205 Commonwealth Boulevard
Ann Arbor, MI 48105
office@iaglr.org

Candidate Review Process

Applications will be reviewed by a search committee led by the IAGLR Past President. Finalists will be selected by the committee, with the objective of having the successful applicant begin his / her duties on or about September 1, 2007.

Further information

Information about IAGLR, its mission, our current 5-year plan, and other valuable resources can be found at www.iaglr.org.