

## **POSITION DESCRIPTION - Executive Director NASORLO - 2022**

The National Association of State Outdoor Recreation Liaison Officers (NASORLO) offers a contract for the position of Executive Director. NASORLO is a 501 (c) 4 not-for-profit organization with over one hundred state officials who are the Governor's appointed officials (Liaison Officers) to administer their state's allocation of the Land and Water Conservation Fund. The organization is governed by an elected slate of officers and board of directors determined at the annual meeting.

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### *QUALITIES AND QUALIFICATIONS*

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- Knowledge of the administration of the LWCF at the state and federal level.
- A self-starter with the ability to work independently or as part of team
- Well-developed oral and written communication skills that are necessary for developing reports, materials and making presentations to the membership, public and to elected officials.
- Good strategic thinker with proven organizational skills
- Experience serving as a State Liaison Officer, Alternate or management of a complex agency associated with outdoor recreation or related not-for-profits with goals compatible with NASORLO.
- Ability to work collaboratively with state and federal agencies and elected officials in support of NASORLO objectives.
- Contract compensation: \$ 30,000 per year. benefits not included.

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### *CONTRACTED SERVICES*

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#### **ADMINISTRATION**

- Provide Executive Director and professional management services to the organization.
- Assist the board with meeting planning and the distribution of meeting agendas and minutes.
- Respond to e-mail, text, telephone or written inquiries for the organization.
- Manage and coordinate communications.
- Maintain databases, files and association website.
- Maintain permanent records and files of the organization.
- Coordinate financial management (annual budget, reports, revenue & expenses, taxes, etc.) with the treasurer.
- Recommend for employment, schedule and manage associated staff and consultants as necessary.
- Both parties may mutually agree upon other work as required.

## **MEMBERSHIP, INFORMATION DISTRIBUTION AND GRASS ROOTS DEVELOPMENT**

- Contact and orient newly appointed members and process membership renewals.
- Evaluate, maintain and update the membership and organizational databases.
- Manage, upgrade as needed, and populate the NASORLO webpage with pertinent and timely information.
- Develop, monitor and implement a grass roots information program (GRIP) targeting elected officials
- Monitor, news releases, social media sites and other sources for information pertinent to the organization, contact the Officers and Board and post summaries of this information on the website.

## **STRATEGIC AND TRANSITION PLANNING**

- Assist the Officers and Board of Directors in the development of Strategic and other plans.
- Assist in developing and updating of administrative and organizational policies and procedures as the executive director position evolves.

## **EVENTS AND PROGRAMS**

- Work with the various committees to enhance the mission of the organization.
- Coordinate all activities and events (meetings, conferences, workshops, special events, etc.) that have been approved by the board.
- Continue to build upon the successful organization programs in place.
- Update all project data, list, resource information and promotional materials.
- Build upon existing and new partnerships possibilities.

## **ADVOCACY AND EDUCATION**

- Address concerns of the board of directors on key statewide issues and report back to the board as may be appropriate on such issues.
- Monitor trends and inform the organization of issues related to LWCF and outdoor recreation.
- Work to expand NASORLO's efforts to increase stateside partnerships and improve advocacy for LWCF.
- Host a monthly conference call with stateside partners.
- Represent the organization along with board members at local, regional, statewide meetings and events, as requested.
- Communicate concerns on the position of the board of directors to the media, public and membership, as necessary.
- Track proposed legislation that may affect the state grants and testify at legislative hearings.

Above advocacy tasks may be accomplished through successful management of a contract with an advocacy firm as approved by the association.

### **General Conditions & Expectations**

The successful candidate for this position will have extensive experience with the state side delivery of the Land and Water Conservation Fund. The Executive Director will be expected to serve in a dual capacity as the face and voice of the association in its work, and as the primary manager of association operations. There are no benefits provided with this position. The contractor must be able to work remotely. The contractor must provide their own office space and equipment necessary to carry out the requirements of the contract. The contractor is expected to participate in the annual meeting held each year in a different state. Additional travel to Washington D.C., and or other destinations relevant to the work of the association may be required and would be supported by the association.

Association operations are sustained via membership dues and partnerships which the executive director will be expected to grow and nurture. All the duties listed in the job description are not required all the time. A significant amount of advocacy effort is now being handled via a contract with a firm specializing in this work. The demands on this position ebb and flow with the capacity of association members to contribute via board activity and subcommittee work, as well as by the landscape surrounding state side delivery of the Land and Water Conservation Fund. This is considered to be a part time commitment.