



Job Opening
Baraboo Range Preservation Association
Executive Director

Applications are due by August 15, 2025

The Executive Director (ED) is responsible for carrying forward the mission of the Baraboo Range Preservation Association (BRPA), including fundraising, community involvement, private land protection projects, land stewardship and ongoing organizational integrity. The ED serves as the public point person for the organization and represents the values and mission of the organization. The ED reports to the BRPA Board of Directors. The ED is responsible for the following specific duties:

Organizational Leadership

- Work with the Board of Directors to develop, review and revise organizational strategic plans and performance measures.
- Lead ongoing identification and recruitment of Board members and volunteers.
- Cooperate with Board president and officers to facilitate Board and Committee meetings.

Land Protection

- Provide oversight for BRPA's land protection programs including conservation easements, land acquisitions, and stewardship.
- Maintain and strengthen partnerships with landowners, other non-profits and agencies to increase land and resource protection within the Baraboo Range.
- Help landowners connect with agencies, contractors, and volunteers to deal with invasive species and other land management challenges.
- Work closely with other appropriate organizations to ensure effective monitoring and enforcement of BRPA's conservation easements.

Fundraising/Finances

- Work with the Board to develop and execute an effective fundraising strategy to insure BRPA's long-term solvency.
- Build relationships with current and prospective donors to expand BRPA's financial resources, including individuals, foundations, public agencies, and local businesses.
- Ensure accurate financial reporting to the Board in coordination with the treasurer and finance committee.

Outreach/Education

- Develop, grow, and provide oversight for outreach and education programs and projects advancing BRPA's mission.

- Promote ecologically responsible land stewardship in the Baraboo Range through various educational programs.
- Oversee publications, speaking engagements, social media, etc. to ensure positive and consistent messaging.
- With Board support, serves as primary spokesperson for BRPA.
- Work with local schools and educators to inform students regarding the Baraboo Range and land management principles

Qualifications

- A strong personal interest and ethic about protecting land and natural communities and developing ecologically responsible land stewardship.
- Knowledge of flora and fauna of the natural communities of the Upper Midwest, esp. the Baraboo Range.
- A science-based approach to the natural world and familiarity with land conservation and land trusts.
- Demonstrated evidence of successfully completed community education, volunteer management, grant writing, and fundraising programs.
- Must be self-directed.
- Shows a passion for translating a land ethic into concrete action.
- Able to work independently with limited supervision and collectively in groups large and small.
- Able to effectively communicate in writing and in person with a variety of people, including landowners, community leaders and media.
- Evidence of positive social skills, ability to network, and tactful conduct.
- Experience with financial reporting in QuickBooks and to non-profit boards a plus.
- Proficient with modern computer applications including word processing, data storage, creative design, presentation, email, internet and social media.
- Able to learn and incorporate new software and new land use policy information.
- Able to walk on uneven terrain, carry light equipment, communicate verbally by telephone, stand and present, drive, and sit at a desk for extended periods of time.

Compensation

- Salary range \$60,000-\$70,000, commensurate with qualifications and experience.
- Health insurance allowance.
- SEP IRA with a 5% contribution
- Flexible leave policy, including 3 weeks paid time off plus holidays.

To apply Please send a cover letter, resume, references and writing sample to Baraboo Range Preservation Association, 124 2nd St, Baraboo, WI 53913. Email submissions welcome at brange@baraboorange.org.