



AFFTA fisheriesfund

Fisheries Fund Executive Director

Job Description

The AFFTA Fisheries Fund was established in late 2014 with the main objective of funding organizations and projects focused on fisheries conservation and education. From grassroots projects to national-level organizations, the Fund supports the important work they do to preserve and protect our vital resources and attract more people to fly fishing. The Fisheries Fund is initially seeded with revenue from AFFTA and restricted grants, but also relies on tax-deductible donations from generous AFFTA members and the general public.

Position Description

The Executive Director for the AFFTA Fisheries Fund will provide the leadership and support to execute the mission of Fisheries Fund, and plan, direct, and coordinate the organization to ensure its goals and objectives are accomplished within a prescribed-time frame and funding parameters. The Executive Director will provide the leadership to steer the organizational structure, budgets, and goals through a strategic plan.

This position is a full-time position of at least 40 hours per week, and will have direct communication with the Fisheries Fund Board of Directors, AFFTA Board of Directors and Executive Committee.

The Executive Director must have good communication skills and be a positive team player with excellent interpersonal skills, exhibit patience when necessary, and be able to interact with different types of people. Must have the ability to display sound judgment and be able to work under pressure. The Executive Director must demonstrate a willingness and enthusiasm to uphold AFFTA and Fisheries Fund mission and goals. In addition, the Executive Director is expected to act in a professional manner and keep in mind that his/her actions demonstrate not only a representation of Fisheries Fund, but that of the American Fly Fishing Trade Association, its members, and the fly fishing industry.

The schedule will vary with the flow of the business and demands of the organization. Weekend work and travel will be required. This position reports to the Fisheries Fund Board of Directors. Some travel will be required throughout the year to quarterly board meetings, potential partnerships, and project management.

Roles and Responsibilities

- Provide leadership to execute the mission of the AFFTA Fisheries Fund
- Build an organization of excellence focused on strong governance, effective Board of Directors, staff and volunteers
- Develop an annual budget for review and approval by the committee, and direct financial activities and decision making based on plans and policies as approved and directed by the Fisheries Fund Board of Directors

- Review and present Fisheries Fund activities and finances quarterly to ensure that the Fund is continually monitoring cash flow and other fiscal considerations for the financial well-being of the Fund.
- Develop and implement, in partnership with the Board, a fundraising plan and strategy to raise funds to support the current budget and support goals of the organization and build support with donors and partners. Explore other opportunities for outside grants to be used for Fisheries Fund growth and goals
- Grow Fisheries Fund funding base among individuals, foundations, and corporations. Including grant writing, major donor cultivation, generating reports, and giving formal and informal presentations.
- Regular and ongoing management and prompt communications on behalf of the organization with grantees, donors, AFFTA Board of Directors, AFFTA membership, and general inquiries.
 - Track and manage all contacts, information requests, information received, and meeting notes
 - Ensure donations and grants comply with laws, rules, regulations, stipulations, and any special terms
 - Prepare tax letters and acknowledge all donors for their contributions in a timely manner
 - Develop and implement fundraising and other industry events, and other creative strategies to raise funds and increase and expand the public awareness of AFFTA and Fisheries Fund mission and objectives
- Generate an annual report at the close of each fiscal year.
- Develop and implement a marketing and outreach plan including developing new marketing and fundraising materials, updating the website, and raising the profile of Fisheries Fund. This should include, but not be limited to, website updates, social media posts, newsletters, and press releases with regular frequency. Work with AFFTA Communications Director to develop marketing plan focused on highlighting grants funded by the board, news, upcoming conservation issues, and developments.
- Provide oversight and management of Fisheries Fund Board of Directors, administrative services, and operations of the organization, including working with AFFTA staff.
- Oversee and coordinate all Fisheries Fund programs
 - Manage the grants program – solicit and review proposals. This may include regular communication with AFFTA and Fisheries Fund boards in order to explore and solicit proposals as appropriate.
 - Manage incoming donations and ensure that Quarterly Reports and acknowledgements are sent out in a timely manner.
- Promote an organizational culture that fosters passion for the Fisheries Fund mission and assure that Fisheries Fund mission and programs are consistently presented in a strong, positive image to relevant stakeholders.

Qualifications

- Bachelor's degree required.
- At least 3 years in a position within a related field.
- A passion for fly fishing.
- Strong background and contacts in the fly fishing and outdoors industries.
- Demonstrated ability to manage programs and staff.
- Demonstrated ability to write grant proposals, reports, and other materials.
- Demonstrated ability to work independently, and with a small team.
- Ability to communicate effectively with a wide variety of audiences.
- Must exhibit creativity in coordinating projects and partnerships.
- Must have strong relationship-building skills to develop and sustain partnerships.
- Must have strong computer skills including Microsoft Office, MailChimp, social media platforms, etc.

- Comprehensive knowledge of fresh and saltwater fisheries, water, restoration, and an understanding of issues and challenges that pertain to each.
- Excellent leadership and organizational skills, and attention to detail.
- Must possess excellent multi-tasking, prioritization, and organizational abilities to manage various projects effectively.
- Ability to establish and maintain effective relationships and communication with other management staff, employees, volunteers and the general public.

Interested candidates should email a cover letter and resume with "Fisheries Fund Executive Director" to AFFTA President, Ben Bulis: ben@affta.org

Cover letters and resumes need to be submitted between July 20, 2020 and August 20, 2020. Anything received after August 20, 2020 will not be considered.

The American Fly Fishing Trade Association (AFFTA) is an Equal Opportunity Employer. AFFTA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.