



## Council to Advance Hunting and the Shooting Sports

**JOB ANNOUNCEMENT: Executive Director**

**CLOSING DATE: February 15, 2025**

The [Council to Advance Hunting and the Shooting Sports](#) (Council) is a non-profit, charitable, and educational organization (501(c)(3)) incorporated in the District of Columbia. Formed as a coalition of state fish & wildlife agencies, conservation organizations, and the shooting sports industry, the Council has become the nationally recognized expert in coordinating and advancing recruitment, retention and reactivation (R3) of hunters and shooters.

The Council is looking for a visionary leader to continue the advancements made by the organization over the past several years to meet the future challenges and demands for hunting and recreational shooting across our country. As the public face of the Council, the Executive Director is expected to be a strategic leader who embraces, articulates, and executes the Council's vision of an America where hunting and shooting sports are an integral part of mainstream culture, and where hunters and recreational shooters are widely recognized as valued contributors to wildlife conservation. The Executive Director should be very knowledgeable with the workings of state fish and wildlife agencies, the U.S. Fish and Wildlife Service, NGO partners, and federal excise tax-paying industries.

In concert with the Council's Board of Directors (Board), the Executive Director is responsible for the overall success and mission delivery of the Council. Together, the Executive Director and the Board assure the Council's relevance to the hunting and shooting sports community, alignment with and support for state fish and wildlife agency R3 programs, execution of the Council's strategic and business plan, and accountability to the Council's diverse partners and constituents.

The Executive Director has delegated responsibility from the Board for the management, governance, strategic planning, and operations of the Council in accordance with established policies and procedures. The Executive Director oversees the operation of the Council, including its current staff of nine, contractors, and partner positions.

### **Duties and Responsibilities:**

- Meets with the Board on a regular basis to assess the direction of the Council, maintain alignment with its strategic and business plan, and keep members advised on all aspects of operations.
- Develops and implements strategies to maintain and grow the Council.
- Initiates, develops, and maintains positive cooperative relationships with state fish & wildlife agency directors, key NGO (e.g., the Recreational Boating and Fishing Foundation) and industry leaders, influential hunting and shooting sports leaders, and other state and federal conservation leaders.

## **Council to Advance Hunting and the Shooting Sports**

- Oversees and assists in the development of comprehensive marketing, branding, and operational strategies that further increase the visibility and effectiveness of the Council within the hunting, shooting sports and conservation community.
- Acts as the face of the Council when dealing with state and federal government, NGOs, industry, other partners and the public.
- Provides leadership in developing long-range organizational and financial plans with the Board of Directors and staff. Develops the annual Council budget and oversees all fiscal activities of the Council including budgeting, reporting, and auditing.
- Oversees and directs staff and all aspects of the Council's human resource management.
- Plans, directs, implements, monitors and ensures timely development and submission of Multistate Conservation Grants that are critical to the funding of the Council, and ensures performance reports are completed accurately and in a timely manner.
- Negotiates and signs all professional contracts, event contracts, and legal contracts/commitments of the Council.

### **Skills and Management Requirements:**

- Possesses strong leadership, communication, and presentation skills.
- Leads by example, thus motivating subordinates, stimulating employee engagement, and encouraging performance.
- Assures a work environment that recruits, retains, and supports quality staff.
- Develops high quality business strategies and plans.
- Makes high-level, defensible financial decisions well aligned with sources of funding.
- Enforces adherence to legal guidelines and Council policies and procedures.
- Maintains knowledge of Council governance, finance, and performance management principles and practices.
- Experience in developing, planning and implementing federal grants.
- Ability to identify and secure new potential revenue sources to ensure the long-term financial viability of the organization.
- Outstanding organizational and time management skills.
- Regularly engages staff in refining and executing the Council's strategic and business plan.

**Professional Expectations:** The Executive Director will at all times maintain a professional and positive image and attitude regarding the Council and its efforts to enhance hunting and shooting sports participation. Candidates must demonstrate a commitment to continued professional growth and development. The candidate is expected to demonstrate a commitment to diversity and be respectful of differing political, religious, and personal beliefs

The Executive Director is expected to attend numerous annual meetings, including but not limited to: The North American Wildlife and Natural Resources Conference,

## **Council to Advance Hunting and the Shooting Sports**

the Annual Meeting of the Association of Fish and Wildlife Agencies, all state regional association meetings (4 during the year), the Archery Trade Association trade show, the National Shooting Sports Foundation trade show (Shot Show), NGO annual meetings and conventions, and regional and national R3 meetings.

**Experience:** A Bachelor's degree or higher is required, with preference given to those in natural resources, business, finance, or marketing. A minimum of 10 years experience in a senior management position in a natural resource field, management, or hunting/shooting sports related industry is preferred.

**Compensation:** Salary and benefits will be negotiable based upon qualifications and experience. Benefits include Health Insurance, 401(k), and personal vacation and sick leave. The successful applicant is not required to reside in any particular location but must have excellent internet connectivity, cell phone coverage and good access to a commercial airport given that frequent travel is required for this position.

**How to Apply:** To apply, submit by 5:00 pm, February 15, 2025, a cover letter, resume/CV and at least three references via Email to [arnelson@fishwildlife.org](mailto:arnelson@fishwildlife.org). Applications will be reviewed and the best qualified candidates will be invited for an interview, likely sometime the week of March 3<sup>rd</sup> in Washington, D.C. Applicants tentatively selected for this position could be subject to additional background checks and must be a U.S. citizen or alien authorized to work in the United States. Questions can be directed to [arnelson@fishwildlife.org](mailto:arnelson@fishwildlife.org).