



EXECUTIVE DIRECTOR

About RINLA

The Rhode Island Nursery and Landscape Association (RINLA), founded in 1919, is a 501(c)6 professional trade association that serves the green industry, promotes environmental stewardship, and represents a \$2.5 billion industry. RINLA advances the welfare of its members through education, legislative representation, certification, support in the marketing of green industry goods and services, and collaboration with allied interests/associations. RINLA members play a vital and integral role in a sustainable Rhode Island.

For further information, please visit www.rinla.org.

The Position

RINLA is seeking a talented, hands-on, experienced **Executive Director** with strong leadership skills and a passion for the green industry to achieve the organization's goals and inspire its members, business affiliates, key stakeholders, and supporters. The successful candidate must be adaptable, collaborative, inclusive, responsive, and results-driven. RINLA's Executive Director must be visible, engaging, and effective across diverse industry constituencies, including landscape maintenance, landscape design, landscape contractors, and arborist/tree care businesses, in order to further grow RINLA's reputation and impact.

This key leadership role in RINLA identifies and acts on key opportunities and leads the organization's programs. The Executive Director's multiple responsibilities are outlined in the Job Responsibilities section below, including implementation of RINLA's strategic plan set forth by the elected Board of Directors.

The Executive Director works closely with staff to provide leadership and oversight across programs and membership offerings. The position is responsible for budgets, human resource services, industry advocacy, training and membership support, workforce development programs, grants management, professional development of its members, and recruiting initiatives.

The Executive Director will encourage networking and collaboration among our members and staff, providing resources for them to grow in their fields and leading members to their own innovative ideas and achievements.

RINLA members value a leader with unique points of view and life experiences, and welcomes candidates with a wide range of cultural, personal, and professional backgrounds, life experiences, talents, and skills.

The Executive Director reports to an elected Board of Directors, works closely with them to advance the organization's annual goals, and has several direct reports. This is a hybrid position, based in Warwick, RI, which requires travel within the State of Rhode Island and occasional evening and weekend meetings and events.

Job Responsibilities:

- This is a full time, calendar-year, flexible position with an expectation of 3 in person days per week in the office.
- Must be available to attend and participate in all RINLA and industry events.
- Serve as the RINLA Board's representative in public forums.
- In partnership with the Board, lead the implementation of the RINLA's Strategic Plan.
- Provide consistent outreach and contact with multiple industry sectors to advance RINLA programming.
- Use metrics to show progress toward annual and multi-year goals.
- Critical duties include:
 - Lead implementation, set timeline, and evaluate goals for RINLA's strategic plan.

- Develop a staffing plan and budget to continue and grow current programs, to benefit current members, and to attract new members.
- Elevate the visibility and professional reputation of RINLA as measured by membership growth.
- Collaborate with the Board, RINLA members, and community leaders to enhance the benefit of the organization.
- Lead communications for press, community outreach, and legislative needs.
- Work creatively and collaboratively with RINLA employees and Board members to enhance brand recognition and quality.
- Demonstrate commitment to the diverse approaches and philosophies of the RINLA member businesses.
- Effectively set priorities and delegate staff duties.
- Ensure accurate record keeping and maintenance of archives.
- Lead and manage staff effectively.
- Foster a sense of partnership between the different industry sectors.

Qualifications:

Required

- An undergraduate degree or combination of relevant life experience and education.
- Minimum 3-5 years involvement in a professional or trade association.
- 5+ years of supervisory management and/or nonprofit leadership experience.
- Experience working collaboratively across multiple disciplines and perspectives in both private and public sectors.
- Strong organizational and prioritization skills.
- Experience using metrics and analytics to help guide decision making.
- Strong budgeting and business management skills and understanding of Profit and Loss statements with the ability to mentor Board members.
- Experience with grant writing, development and management.

- Strong project management skills and respect for multiple deadlines.
- Excellent listening skills.
- Bridge-building leadership skills, creating common ground across industry sectors.
- Excellent verbal and written communication skills and demonstrated public-speaking ability.
- Promote mentorship of staff and members.
- Be solutions driven.
- Embrace RINLA's vision statement, "Rooted in tradition, growing for the future."

Preferred

- Hold an undergraduate degree in relevant green industry fields.
- Teaching and outreach expertise.
- Experience in an executive leadership role in an industry organization.
- A history of working effectively with a Board of Directors.
- Experience developing, implementing, and evaluating strategic plan progress for an organization
- Legislative advocacy experience.

Salary range from \$70,000 to \$80,000, commensurate with qualifications and experience.

Application instructions

The Rhode Island Nursery and Landscape Association is committed to building a diverse professional community and encourages members of underrepresented groups to apply. Experience that contributes to the diversity of the industry is appreciated.

When reviewing candidates, we are looking for indicators of a number of core competencies. Prospective candidates must have strong leadership skills, be adaptable, collaborative, inclusive, respectful, responsive, and results driven. They must communicate effectively, demonstrate leadership, exhibit professional integrity and ethics, take initiative, value personal and professional development.

They will engage with the general membership and Board members as well develop the staff.

If you have strong leadership skills, this position speaks to your capabilities, experience and commitment, and you want to make a difference in the growth and success of an outstanding association with a great mission and engaged membership, please **submit your resume and cover letter with salary expectations** and with **Executive Director** title in the subject line to **jobs@kkandp.com**.

Qualified candidates will be contacted by phone and/or email. RINLA conducts reference checks for finalists.

RINLA is an Equal Opportunity employer.