



JOB ANNOUNCEMENT - EXECUTIVE DIRECTOR POSITION

GOLDEN GATE AUDUBON SOCIETY

*inspiring people to protect
Bay Area birds since 1917*

Position Title: Executive Director
Reports to: Board of Directors
Location: Berkeley, CA

The Golden Gate Audubon Society is dedicated to protecting Bay Area birds and wildlife and to connecting people of all ages and backgrounds with the natural world. We engage in strategic advocacy, habitat restoration, and public education to engage Bay Area residents in the protection of our shared, local environment.

Golden Gate Audubon is an independent chapter of the National Audubon Society. We operate with a small staff, an active Board of Directors, and a large community of committed volunteers.

The Executive Director is charged with leading a sustainable organization that effectively achieves its conservation and education goals. He or she is responsible for organizational planning and development, fundraising and financial management, and serving as a lead spokesperson.



KEY RESPONSIBILITIES:

- Lead Programs and Operations: Oversee Golden Gate Audubon Society's conservation, education, and volunteer programs. Lead strategic planning and execution, conduct regular reviews of progress toward organizational goals, and communicate progress to staff, board members, and the public.
- Support the Board of Directors in Organizational Governance: Work closely with the Board to implement our strategic and financial plans. Facilitate Board activities, including Board meetings, recruitment, and training.
- Lead Fundraising Efforts and Provide Fiscal Oversight: Lead efforts to sustain a diverse funding base to support Golden Gate Audubon's roughly \$550,000 budget. Prepare and manage a balanced budget. Lead program staff in fundraising activities, including donor relationships, grant applications and reporting, appeals, and major events.
- Manage Staff and Volunteers: Promote an organizational culture that fosters strong teamwork, effective communication, and commitment to Golden Gate Audubon's mission. Support the success of five full- and part-time staff members and a broad network of dedicated and energetic volunteers.
- Serve as Primary Organizational Spokesperson: Serve as chief spokesperson to media and the public. Clearly communicate with members and funders. Establish ongoing relationships with public and private partners, decision-makers, and stakeholders.
- Support Conservation Advocacy: In partnership with our active East Bay and San Francisco conservation volunteer committees, identify Golden Gate Audubon's advocacy priorities and support volunteers' efforts to achieve them via public testimony, written comments, outreach to decision-makers, and legal action.



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QUALIFICATIONS:

The Executive Director should have at least 5 years of professional experience, including demonstrated experience and/or expertise in the following:

- leadership, organizational development, and management of nonprofit organizations, preferably in the environmental or wildlife conservation field;
- budgeting and managing financial resources;
- leading organizational growth and effectiveness and working closely with an active volunteer board;
- non-profit fundraising, including major donor cultivation, membership solicitation, events, corporate sponsorships, and foundation grants; and
- shaping policy positions and acting strategically to further an advocacy agenda.

The Executive Director should also have the following qualifications:

- strong analytical skills, strategic thinking, and tactical abilities;
- excellent communication skills, including ease with public speaking and working with media;
- passion for wildlife conservation and volunteer-based organizations;
- excellent interpersonal and collaborative skills;
- commitment to promoting science education and conservation leadership in low-income communities and communities of color; and
- bachelor's degree or equivalent.



The following qualifications are helpful but not required:

- enthusiasm for birds and birding and for wildlife and their habitats;
- familiarity with Bay Area and/or California government agencies, environmental organizations and funding community;
- Strong familiarity with environmental policy, conservation biology, and/or environmental education; and
- familiarity with issues and regulations affecting Bay Area birds.

COMPENSATION:

This is a full-time position with a competitive salary and health benefits.

APPLICATION INSTRUCTIONS:

Send resume, cover letter, and writing sample to ggas@goldengateaudubon.org. In your cover letter, please describe a successful fundraising/development effort, explaining your role and how you contributed to its success. No phone calls, please. Applications will be reviewed on a rolling basis beginning on February 24, 2014 until the position is filled.

Target start date: May 1, 2014 (preferred)

Our staff is focused on making positive change in the world and we support and celebrate diversity. The Golden Gate Audubon Society is an equal opportunity employer.