

# Executive Director Position Description

## Riveredge Nature Center

The Executive Director is the Chief Executive Officer of Riveredge Nature Center. The Executive Director reports to the Board of Directors and is responsible for directing the achievement of its mission, strategic direction, administration, leadership and operational components. The Executive Director is the primary spokesperson for Riveredge. This position manages a budget of over \$2,000,000 and a staff of approximately 30 employees.

## Position Responsibilities and Essential Functions

### Organizational and Programmatic Oversight

1. Oversight and management of the Riveredge strategic priorities ensuring annual goals and objectives are met.
2. Provide strategic leadership by working with the board and staff to establish and implement short and long-range operational strategy ensuring consistent and timely progress is made to achieve its mission and overarching strategic plan.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations of a non-profit organization.
4. Keep Board and staff informed about significant developments and trends in the nonprofit sector in general and the environmental preservation and education field in particular.
5. Maintain good working relationships with all partners as well as potential and current collaborators and oversee relations with major vendors.
6. Work with the staff, the finance committee, and the Board in the preparation of a comprehensive budget; and ensure that the Center operates within budgetary guidelines.
7. Ensure the financial health of the organization by employing sound fiscal controls and management and by effectively integrating and managing the board's resources. Provide strategic financial input and leadership on key decisions affecting the organization.
8. Ensure the development and delivery of high-quality programs to the community.
9. Ensure the advancement and maintenance of a Riveredge Nature Center culture supporting justice, equity, diversity and inclusion in all aspects of recruitment and development of staff, volunteers, as well as promoting membership and event participation. Include justice, diversity, equity and inclusion as a component of organizational and individual growth and development.

## Fund Development and Membership

1. Ensure a diverse funding base by seeking unrestricted annual operating funds, procuring grants and building financial reserves.
2. Apprise the Board of current and/or potential financial challenges and opportunities.
3. Provide support to the Board in the development and execution of fund development strategies to enable the board to meet growth and funding objectives.
4. Working as a team with the Development Director, create strategies to attract new members and visitors to Riveredge.
5. Help promote the Center's positive image with current and prospective members.
6. Build upon the Center's strong reputation of excellence to increase people's participation in programs and events.
7. Continue to develop and support creative plans to obtain individual, family and corporate memberships.

## Capital and Land Acquisition Campaigns

1. Provide organizational leadership, in collaboration with the Board, Campaign Committee and Development Director in support of large campaigns, such as the Capital Campaign and Land Acquisition Campaign, including the timing and launch of the public phase of such campaigns.
2. Serve, in collaboration with Development Director and other designees as may be needed, as the primary contact for all plans and actions related to capital and land acquisition campaigns.
3. Ensure that plans and actions (e.g., building plans, land management plans) for campaigns are established and managed in accordance with the Vision and Mission of Riveredge Nature Center.

## Communications and Public Relations

1. Act as an advocate and spokesperson for Riveredge; build community awareness and support.
2. Appear publicly to promote the activities of the Center, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups, organizations, donors and media outlets.
4. Promote the programs and point of view of the Center to organizational partners, funders, public officials and the general public.

## Board Relations

1. Act as a bridge between the Board and the staff to build an effective and collaborative team.
2. Promote active participation of Board members in the organization's mission, goals and fundraising activities.
3. Provide leadership in implementation of plans and policies authorized by the Board.

4. Keep the Board fully informed on all the important factors impacting the condition of the organization and ensure that they have the information they need to make decisions.
5. Facilitate meetings and structure Board materials that direct Board members' attention to issues of policy, fundraising, and strategic planning.

## Staff Leadership

1. Provide leadership, support, and direction to ensure that the mission and core values are put into practice within the staff, volunteers and board.
2. Motivate and lead a high-performance team; attract, recruit, and retain required staff and volunteers.
3. Oversee all aspects of employment and contracts, including paid staff, consultants and volunteers.
4. Develop and update job descriptions of staff that are appropriate for the scope of responsibilities, conduct performance evaluations, and implement sound human resource practices.
5. Create and sustain a climate which retains, attracts and motivates a diverse staff of passionate and talented people.
6. Direct and develop a staff capable of meeting current and future needs in all areas of operation.

Consider the following here for the position posting, not part of JD.

## Professional Experience

- A minimum of a Bachelor's degree from an accredited college or university. Master's degree preferred.
- Administrative, organizational and fiscal management skills at a leadership level.
- Demonstrated fundraising experience.
- Excellent communication and interpersonal skills.
- Experience with managing and supervising staff.
- Ability to delegate to appropriate staff, Board members or volunteers.
- Experience in analyzing programs and services, structuring new programs and implementing improvements to current programs
- Proven track record in working with partnerships, marketing and community relations.
- Ability to foster teamwork by sharing decision making while personally assuming and also asking for responsibility and accountability.
- Self-starter and a well-developed ability to set and meet goals and outcomes.
- Flexibility to travel, occasional weekend and evening work
- Competency in standard office software (e.g., Microsoft, Google), Customer Management System (e.g., Altru, Salesforce), analytics reporting and awareness of content management systems for website management.
- A strong background and interest in environmental decision-making and sustainable practices.