



*Friends of the Dunes is dedicated to conserving the natural diversity of coastal environments through community supported education and stewardship programs.*

### **Job Description - Executive Director**

#### **Job Responsibilities**

The Executive Director reports to and works with the Board of Directors to fulfill the mission by executing the strategic plan and meeting financial objectives through fund development and fiscal management. The Executive Director oversees the daily operations of Friends of the Dunes and its staff and collaborates with Tribal nations and community partners in accordance with the Friends of the Dunes Diversity, Equity and Inclusion Policy.

#### **Fund Development and Community Outreach: 60%**

- In collaboration with the Fundraising Committee, develop a long-range revenue strategy and annual fundraising plans for meeting organizational needs.
- In collaboration with staff, secure grant funding for existing programs. Explore new grant funding opportunities, including direct engagement with foundation and agency staff, and write grant proposals.
- In collaboration with the Programs and Operations Director, oversee membership management, including donor database and income tracking to complement personal contact and engagement with members and supporters.
- Cultivate major donors and ensure at least one successful annual appeal to the organization's community of support.
- Represent Friends of the Dunes (FOD) at professional meetings and community events.
- Oversee or delegate the coordination of major fundraising events.
- Cultivate a culture of fundraising where staff and board members understand they all have a role in fundraising and embrace that role.

#### **Program Development and Oversight: 30%**

- Collaborate with the Programs and Operations Director to ensure quality, mission-based educational programming and evaluate and report on the effectiveness of programs based on participation and achievement of desired outcomes to funders, board members, and the membership.
- Oversee and collaborate with the Restoration Managers to ensure that grants are managed efficiently and effectively, and community stewardship activities support restoration plans and serve to engage the community in FOD's mission.
- In collaboration with the Restoration Managers and Stewardship Committee, ensure FOD properties are managed in accordance with FOD's restoration plan as part of its Coastal Development permit. Make periodic updates to the restoration plan as needed.
- Coordinate maintenance and development of facilities and trails in cooperation with the Stewardship Committee.
- Collaborate with other coastal land management agencies and organizations to promote conservation and restoration efforts in Humboldt and Del Norte Counties.

#### **General Administration: 10%**

- Collaborate with the Programs and Operations Director and Bookkeeper to ensure general operations and fiscal management effectiveness.
- Collaborate with the Human Resources Committee, oversee adherence to personnel policies and procedures, and maintain or update insurance policies to meet the risk management needs of the organization.
- Manage the staff in collaboration with the Programs and Operations Director.

#### **Required Qualifications:**

Must possess a combination of education, experience, skills, and abilities necessary to carry out the duties of the position, including the following:

- Bachelor's Degree (or equivalent) or higher, preferably in nonprofit management, environmental



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management and planning, or similar.

- Minimum of two years in a leadership position, preferably at a nonprofit, including a track record of successful fundraising and partnership cultivation.
- Strong leadership and organizational skills with attention to detail.
- Well-developed interpersonal skills.
- Ability to delegate duties.
- Understanding of nonprofit financial management.
- Excellent public presence and public speaking skills.
- Excellent written and verbal communication skills.
- Ability to work effectively with members of the staff and Board of Directors.
- Ability to work and interact with people from diverse backgrounds and create an environment that recognizes the value of diversity, personal expression, mutual respect, and social responsibility.
- Results-driven, self-motivated, and proven ability to meet deadlines.
- Excellent word and data processing, including proficiency with Microsoft Office applications (including Word, PowerPoint, and Excel), as well as Google Suite programs.

#### **Preferred Qualifications:**

- Minimum of five years in a leadership position in a non-profit, preferably including successful fundraising and partnership cultivation.
- Budget development and implementation
- Experience with Adobe Creative Suite, website, and social media platforms.
- Experience with environmental restoration projects and land conservation projects and campaigns.
- Experience working with Tribal Nations to build trust and mutually beneficial partnerships.
- Experience working with the media to help shape a positive narrative.

#### **Compensation and Benefits:**

- This position requires a minimum of 32 hours per week, with the option of moving to 40 hours per week after three months.
- Starting pay rate: \$30-35/hour depending on experience.
- Benefits: paid sick leave, nine paid holidays, two weeks paid vacation, health, vision, and dental insurance, and employer matching contributions to SIMPLE IRA retirement plan.
- Schedule: Flexible, generally Monday - Friday, with required flexibility for evenings and weekends to accommodate projects, meetings and events.
- Supervisor: Board of Directors
- FLSA Status: Non-exempt

#### **Work Environment**

Friends of the Dunes has a small, hard-working staff that is passionate about our mission. All programs are supported by dedicated community volunteers, who are the heart of the organization. We value collaboration and work very closely with each other, community partners, land management agencies, and local municipalities. The Humboldt Coastal Nature Center is a unique building. The building's open office space and structure create acoustics that may not be ideal for all employees. Noise-canceling headphones are available for staff to reduce noise and distractions.

#### **How to Apply:**

Send a resume, cover letter and two references to [board@friendsofthedunes.org](mailto:board@friendsofthedunes.org). We will begin reviewing applications November 27th 2023.