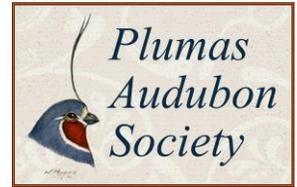


JOB ANNOUNCEMENT: July, 2018



JOB TITLE

Executive Director

ORGANIZATION

Plumas Audubon Society (PAS) promotes the understanding, appreciation, and protection of the biodiversity of the Feather River Region through education, research, and the restoration and conservation of natural ecosystems. Plumas Audubon Society is an independent chapter of the National Audubon Society. Based in Quincy, CA Plumas Audubon has been serving the upper Feather River Watershed, throughout Plumas County and portions of Sierra and Lassen Counties, for 28 years. We operate with a small staff, an active Board of Directors, a community of volunteers and strong partnerships with other organizations and agencies. In addition, we host informative programs and events, sponsor field trips to the best birding spots around the county, and coordinate Christmas Bird Counts. But we also do so much more:

- Study Western and Clark's Grebes at lakes around the county and organize the annual Grebe Festival at Lake Almanor to educate locals and visitors about the conservation of grebes.
- Study how Flammulated Owls respond to forest thinning known as Defensive Fuel Profile Zones.
- Help train our next generation of conservationists through our Internship Program.
- Engage youth in fostering their connection to the land. We get kids outdoors and help them appreciate the amazing biological diversity in their own backyards.
- In Genesee Valley, we work with a diverse group of collaborators to improve forest health, incorporate Traditional Ecological Knowledge, and use fire to help restore forests and protect the community.

JOB SUMMARY

The Executive Director provides vision, passion, and leadership in guiding a sustainable organization to effectively achieve its conservation, project, and education goals. He or she is responsible for facilitating organizational planning and development, fundraising and financial management, and serving as an organizational spokesperson. The Executive Director reports to the Board of Directors.

KEY RESPONSIBILITIES

Fundraising and Fiscal Oversight: Develop and implement appropriate and diverse fund-raising strategies, in partnership with the Board and staff, to ensure a sustainable and healthy operating budget for PAS and our programs. Work with the Board's Finance Committee to prepare an annual detailed budget and manage a balanced budget. Lead program staff in fundraising activities; including grant applications and reporting, building and maintaining donor relationships, membership appeals, and major events.

Vision and Strategic Development: Work closely with the Board to develop a shared understanding of the current capacity and mission of PAS and to build a vision of appropriate goals and long term strategies to advance the mission into the future.

Hire, Oversee, and Encourage Staff, Interns, and Volunteers: Promote an organizational culture that fosters strong teamwork, effective communication, and commitment to Plumas Audubon's mission. Hire, or assist in hiring, additional or seasonal staff and interns based on secured funding to complete project goals and objectives. Support and motivate staff members, interns, and volunteers.

ADDITIONAL RESPONSIBILITIES

Assist with Programs and Operations: Oversee all Plumas Audubon conservation, education, and volunteer projects and programs. Facilitate strategic planning and execution, monitor and report on progress toward organizational goals, and communicate progress to staff, board members, and the public.

Serve as an Organizational Spokesperson: Be available to serve as a spokesperson to the media and public. Clearly communicate with members and donors. Establish ongoing relationships with public and private partners, decision-makers, and stakeholders. Promote collaboration and leadership in the region.

Support Conservation Advocacy: Support the Conservation Chair in identifying conservation projects and advocacy priorities.

QUALIFICATIONS

The Executive Director shall have demonstrable professional experience in one or more of the following:

- successful track record of applying for and receiving contract and grant funding;
- non-profit fundraising, including donor cultivation, membership solicitation, events, sponsorships;
- leadership, organizational development, and management of nonprofit organizations, preferably in the environmental or wildlife conservation field;
- leading organizational growth and effectiveness and working closely with an active volunteer board;
- budgeting and managing financial resources;

The Executive Director should also have the following qualifications:

- passion for wildlife conservation and volunteer-based organizations;
- commitment to promoting science education and conservation leadership in the community;
- strong interpersonal and collaborative skills;
- strong oral and written communication skills;
- enthusiasm for birds and birding and for wildlife and their habitats;
- familiarity with issues and regulations affecting California birds;
- familiarity with Plumas County and/or Northern California government agencies, environmental organizations and funding community;
- familiarity with environmental policy, conservation biology, and/or environmental education; and
- MS degree preferred, or equivalent combination of education and experience.

COMPENSATION

At the present time, there is very limited funding for salary support for this position. Initially, the incumbent would need to secure contract and grant funds for salary support. Office and staff support are available based on the successful procurement of future funding. When funding is secured, salary will be negotiated commensurate with experience and education.

APPLICATION INSTRUCTIONS

Send resume and cover letter to Jill Slocum, HR Chair, PO Box 344, Sierraville, CA 96126, or via email: jill@plumasaudubon.org. In your cover letter, please describe a successful fundraising or program development effort, explaining your role and how you contributed to its success.

Our staff is focused on making positive change in the world and we support and celebrate diversity. Plumas Audubon Society is an equal opportunity employer. Visit us at www.plumasaudubon.org