



Executive Director

Position Description

The Fund for People in Parks seeks a dynamic Executive Director who will guide the next phase of the Fund's development. The Executive Director provides overall leadership for the operation of the organization while executing the Advisory Committee's vision and mission for the organization. The Fund is a relatively new and continuously-developing fundraising, grant-making and project facilitation organization. The Executive Director will have wide latitude in guiding the growth and continued success of the Fund from its current phase as a start-up.

Responsibilities

Leadership

- Provide informed visionary leadership for the organization, including the development and execution of a business plan to raise private funds and apply grants and other resources to projects that accomplish the Fund's mission
- Exhibit business acumen, including enhancing the organization's competitive edge by understanding the niche in the National Park philanthropic community, securing major gifts, taking prompt and decisive action to accomplish objectives, consistently setting and meeting achievable deadlines and driving for results, and by effectively analyzing complex problems and risks and engaging the Advisory Committee in making informed timely decisions about the direction of the Fund
- Represent the organization to external partners, including developing and strengthening productive relationships with National Park Service leaders, primary park partners, donors, staff, and others critical to the organization's success
- Prepare and implement a goal-oriented annual plan and budget with a focus on financial capacity and long-term security
- Manage the organization's resources within its approved budget
- Oversee the quality of all programs and services
- Guide project review, selection, grant-making, project facilitation and oversight
- Set and maintain a high level of professionalism and accountability throughout the Fund
- Provide leadership in collaboration with a small team of contractors working together to accomplish mission objectives and meet Fund goals

Fundraising

- Lead major gift fundraising activities through a strong development program with assistance from Advisory Committee members, contractors, donors, and networking
- Expand the organization's visibility and voice to attract donors

Fiscal Sponsor and Advisory Committee Relations

- Maintain a productive working relationship with the Fund's fiscal sponsor, Community Initiatives
- Maintain a productive working relationship with the Advisory Committee that includes regular reporting on progress toward organizational goals and objectives
- Work closely with the Advisory Committee chair to identify key issues for the organization, set appropriate agendas for meetings, and plan work according to an annual calendar

- Support Advisory Committee recruitment

Qualifications, Skills, and Characteristics

- Demonstrated excellent organizational and people management skills
- Record of success with major gift fundraising
- Financial management proficiency, business acumen, and sound accounting practices
- High-level partnership and relationship building skills, including the ability to strengthen and grow relationships with Fund leaders, contractors, National Park Service staff, local park partners, and other key stakeholders
- Substantial experience working in the non-profit sector related to public lands
- Collaborative team-builder and motivator
- Passion for parks and personal commitment to the Fund's mission
- Results- and goal-oriented
- Ability to deliver under firm deadlines
- Ability to anticipate future consequences and trends, and assist the Advisory Committee in positioning the organization favorably
- Exceptional oral and written communication skills
- Dedication to maintaining high standards for quality and professionalism in the Fund
- Ability to adapt to changing priorities and circumstances with flexibility
- Ability and discipline to work remotely
- Strong computer skills with proficiency in cloud-based collaborative software: Microsoft Office products, Google Suite, Dropbox, teleconferencing, etc.
- Familiarity with Salesforce CRM preferred

Working Conditions

- The Fund is a cloud-based organization and the location of work is open, with a focus in California
- Business travel within the western region of the National Parks may be frequent
- Work on weekends, evenings, and occasional long-hour days should be expected on a managed basis.
- Expect frequent out-door and site related activity, including walking and hiking on and off-trail in a variety of mountainous, desert, and beach environments, visiting high elevations, boating, and visits to industrial settings, such as shipyards, warehouses, and foundries.
- Physical activity requiring moving and positioning objects weighing up to 40 lbs.

Compensation

The Fund for People in Parks is a fiscally sponsored project of Community Initiatives. The position is presently part-time (20-30 hours/week)/exempt, with the opportunity to become full-time. It will include a minimum salary of \$50,000 and a prorated benefits package.

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Applicants should submit a letter expressing interest and a résumé to searchcommittee@peopleinparks.org. We will start reviewing applications on April 30, 2019. Applications will remain open until a suitable candidate is found. Start date is negotiable.

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law. The Fund encourages applicants from equity-seeking groups.