

**Foothill Conservancy  
Executive Director Job Description  
August 2019**

**Job Location:** Amador County

**Time base:** 3/5 time (24 hours per week)

**Position type:** Regular, at-will, hourly employee

**Schedule:** Variable, flextime; partial telework option available

**Benefits:** Vacation, sick leave, and holidays as provided per Foothill Conservancy policy; may be negotiated.

**Duties**

The executive director will work under the general supervision of the Foothill Conservancy Board of Directors. The executive director is responsible for overseeing the implementation of Board plans, policies, procedures and other Board decisions consistent with California and federal laws and regulations, funding source requirements and Foothill Conservancy Board-approved principles and strategies. The executive director is the Board's agent in ensuring efficient and effective organizational operations and administration. He or she has Board-delegated authority to hire and fire staff and enter contracts and authorize payment for Foothill Conservancy operations consistent with Board-approved policies and procedures.

The executive director position requires extensive public contact and sound judgment to ensure that Foothill Conservancy activities are managed consistent with the organization's approved policies, procedures and strategies. The executive director is responsible for all key Foothill Conservancy operations and will be engaged in activities that include, but are not limited to:

**Board Support:** Provides research and recommendations to the Board for assisting it with developing, monitoring and evaluating strategic plans, developing policies and procedures, and assisting with other interests generated by the Board of Directors. Provides the Board and its committees with meeting logistics and support such as agendas, minutes, reports and other appropriate staff work. Works closely with Board officers to set agendas, maintain corporate business records and otherwise assist in meetings and deliberations.

**Administration/Internal Affairs** (*Fiscal*) Assists the Board Treasurer and Bookkeeper with oversight of fiscal procedures and internal audits, ensures all fiscal activity is accountable and consistent with funding requirements and Foothill Conservancy Board-approved policies and procedures. Authorizes contracts, payroll and all other corporate fiscal obligations consistent with Board-approved policy and procedures. Assists the Board Treasurer and Bookkeeper to ensure clear, timely and accurate budget reporting to the Board of Directors, funding sources and appropriate state and federal tax entities. (*Personnel*) Implements Board-approved personnel policies and procedures, develops job descriptions appropriate to achieving the approved goals of the Foothill Conservancy, oversees and authorizes hiring, and firing when necessary, of Foothill Conservancy staff. Supervises program managers and other staff and volunteers as appropriate, in a way that ensures personnel rapport and a positive work atmosphere. (*Documentation*) Ensures that proper documentation is kept for Foothill Conservancy activities and that reports are completed and submitted on time. Ensures that

corporate and project documentation is efficiently and effectively stored and retrievable.

**Operations:** Oversees implementation of all Foothill Conservancy programs and projects providing general, and where appropriate specific, supervision to staff and volunteers carrying out day-to-day activities. Implements and coordinates projects and programs and administers grants and contracts consistent with Board-approved policies, principles, and procedures. Ensures that all operations comply with specific requirements of grants, contracts, agreements, policies and procedures, and all relevant state and federal regulations. Develops and maintains appropriate relationships with conservation community peers, government agencies, private sector partners, community leaders and Foothill Conservancy program staff and volunteers for the purpose of achieving the Board's strategic vision and goals. Administers grants and contracts. Ensures that project implementation is consistent with Board-approved principles and strategies.

**Planning:** Facilitates and ensures that an ongoing and effective Foothill Conservancy strategic and implementation planning process occurs consistent with the Board of Directors-approved general planning model and specific policy decisions. Assures that coordination of all project implementation planning is consistent with the Foothill Conservancy strategic plan, principles, and strategies. Works collaboratively with Foothill Conservancy partners in planning and responding to specific proposals and/or opportunities.

**Fund Development:** Develops short- and long-term funding to support the core operations of the Foothill Conservancy and its programs and projects. Ensures that program staff and community volunteers have appropriate support for developing Foothill Conservancy general and project funding. Acquires, and secures assistance in developing, financing for specific organization projects and general operations.

**External Affairs-Community and Media Relations:** Ensures that the Foothill Conservancy generally has positive community and public relations, and that the communities with which the Conservancy works are provided routine information about the work and plans of the organization. May serve as the public representative and public face of the organization. Participates in planning and implementing community events.

**Performance Evaluation:** Assists the Board of Directors to ensure that a routine, ongoing and effective Foothill Conservancy performance evaluation process occurs consistent with Board-approved organizational and program evaluation plans,-including regular monitoring and evaluation of processes and outcomes.