

**Foothill Conservancy  
Job Description  
Executive Director**

*“Keeping Our Trees Tall, Towns Small, and Rivers Wild”*

**Background**

The Foothill Conservancy is a local nonprofit organization with the mission to "To protect, restore, and sustain the natural and human environment in Amador and Calaveras counties for the benefit of current and future generations." The organization takes an integrated approach to our region’s environment, people, and communities. We recognize the interconnections between watershed, forest, river health, and community planning. An integrated approach helps create sustainable economies and communities built on the foundation of a healthy environment.

Reporting to the Board of Directors, the Executive Director is the Board’s agent in overseeing implementation of Board decisions, consistent with applicable California and federal laws and regulations, funding requirements, Board approved principles, goals, and strategies. The Executive Director is responsible to the Board for the effectiveness and balance of Conservancy governance with administration, planning, fiscal accountability, and operations. The Executive Director position requires extensive public contact and sound judgment; balanced time management and supportive staff supervision while engaged in activities that include, but are not limited to:

**Duties and Responsibilities**

*Governance:* Along with assuring support with facilitation and documentation of Board and Committee meetings, the position also acts as the Board’s community and media relations lead. The Executive Director will work closely with the Board chair, committee chairs, and volunteers to coordinate implementation and timelines for all community and media relations efforts. The position serves as the public representative and public face of the organization to develop and maintain appropriate relations with community peers, government agencies, private sector partners, community leaders and Conservancy program staff and volunteers. The Executive Director acts as primary staff liaison to the Board to ensure that it and its committees receive appropriate and timely support, including but not limited to the drafting of minutes and reports. The Executive Director works closely with Board officers to set agendas and both assists and participates in board meetings and deliberations as an ex officio member. Provides research and recommendations to the board, as needed, and requested. Assists in ensuring that effective organizational performance evaluation occurs consistent with approved evaluation plans, including regular monitoring and evaluation of work processes and outcomes.

*Administration:* Implements Board-approved personnel policies and procedures, works with the Internal Affairs Committee to develop job descriptions, oversees, and authorizes hiring, and firing if necessary, of Conservancy staff. Supervises staff and supports supervision of volunteers. Actively works to ensure a positive work environment. Ensures that proper documentation is kept for Foothill Conservancy activities and that reports are completed and submitted on time. Ensures all pertinent legal and contractual documentation are backed up appropriately per policy. Maintains 501c3 nonprofit business records. Provides management for executing the policies and decisions of the Board, assures documentation and management of the organization's information and records, oversees accountability, develops, and manages procedures for processes found in

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personnel policies, charts of account, and or implementing policy and practices of the Conservancy and its approved program plans. Provides the key coordination of communications and documentation through the organization's management information system.

*Planning:* The Executive Director oversees and provides research and analysis for Board policy and program development; supervises project designs consistent with approved policy and resources available; assures funding and project proposals are designed, drafts position papers, and assesses opportunities. The Executive Director acts as the lead — in close collaboration with the Board president in 1) ensuring that Conservancy core operations, programs and projects are consistent with the organization's approved strategic and work plans; 2) scheduling and facilitating strategic, action, and work planning sessions to update or develop new strategic or work plans, consistent with Conservancy strategic and implementation planning process; and 3) assuring that coordination of all programmatic and project implementation planning is consistent with the Conservancy's strategic plan, principles, policies, practices and strategies.

*Fiscal:* The Executive Director, in close collaboration with the Board Treasurer, acts as lead for developing, implementing, and coordinating a Conservancy strategic fundraising plan. This includes, and is not limited to, identifying, pursuing, and obtaining short- and long- term grants, sponsorships, and other funding opportunities to support the operations of the Conservancy and its programs and projects. The position supervises fiscal staff that does the work of Conservancy accounting and timely fiscal reporting, oversees fiscal audits and evaluates fiscal performance consistent with approved chart of accounts and accounting system, and is responsible to the Board for the accuracy and timeliness of the accounting system and reports

*Operations:* The Executive Director acts as operations lead for the Conservancy, including but not limited to program staff support and supervision to ensure that all operations comply with Board approved policies and plans; specific requirements of grants, contracts, agreements; and all relevant state and federal regulations. Ensures that program staff and volunteers have the material resources needed to do their work, and coordinates cooperation and leveraging between Conservancy programs. Provides that a Board approved routine and effective staff and program performance evaluation is effectively implemented to measure results of Conservancy operations and desired strategic outcomes.

**Desired Job Skills and Qualifications**

- Bachelor's degree, Master's degree preferred, in natural resources, community development, or another related field.
- Experience supervising staff and/or volunteers, preferably with a nonprofit.
- Management experience, preferably with a nonprofit.
- Experience managing budgets, preferably with a nonprofit
- Knowledge of leadership and management principles related to nonprofits helpful
- Public relations, marketing, and fundraising experience helpful.
- An entrepreneurial mindset and innovative approach to planning and management helpful.