

## JOB POSTING – Foothill Conservancy

- **Job Title:** Foothill Conservancy Executive Director
- **Location:** Jackson, California
- **Employment Terms:** (Full-time, permanent): standard benefits including paid sick leave, vacation, and holidays; health insurance stipend; professional development assistance
- **Availability:** In-office primarily with some remote work; occasional travel for community outreach and regional government and agency meetings
- **Pay range:** \$60,000 - \$70,000 depending on experience and qualifications
- **Closing Date:** May 31, 2023

**Application Instructions:** Email a cover letter and résumé, with three professional references, as attachments to: [jobs@foothillconservancy.org](mailto:jobs@foothillconservancy.org).

### About Foothill Conservancy

Foothill Conservancy is a 501(c)(3) nonprofit environmental protection organization based in Jackson, California, in the heart of the historic Mother Lode region. We are a community-based organization primarily focused on protecting, restoring, and sustaining the natural and human environment in Amador and Calaveras Counties. To do this Foothill Conservancy advocates for programs and takes positions on proposals from Federal, State and local agencies focusing on watershed, forest and river health and good land use planning. Foothill Conservancy works with our members to promote outdoor activities and educational opportunities for our communities. Learn more about our mission, membership and accomplishments at: <https://foothillconservancy.org/about/>

### About the Position

The Executive Director reports to the volunteer Foothill Conservancy Board of Directors and may supervise one or more employees.

### Preferred Qualifications:

- Bachelor's or advanced degree in environmental or physical science or complementary field
- Experience in nonprofit management, employment in resource management and/or land use planning agencies, public administration, policy development, and fund development
- Employment history reflecting increasing administrative responsibility.

### Duties include:

- Working with Board of Directors to achieve Foothill Conservancy Mission and Goals
- Developing and managing fundraising, including associated activities and events
- Preparing and applying for grants and managing their administration and compliance
- Developing/increasing donor and membership programs
- Developing programs and activities for membership and community participation
- Representing Foothill Conservancy with local, regional, and state agencies and organizations by drafting correspondence, making presentations, making proposals and responding to proposed actions

- Day-to-day operation and management of the office/staff
- Managing projects and personnel effectively and efficiently
- Attending local and regional events and developing and leading Foothill Conservancy events for membership and the public
- Implementing board direction and requests
- Preparing briefings, reports and agenda packets for Board and Committee meetings
- Training of staff on directed tasks

**Additional important qualifications important to success in this role are:**

- Passion for conservation aligned with FC objectives and mission
- Understanding/capacity to learn principles of river and watershed conservation, land use planning and sustainable community development
- Effective communication skills
- Professional demeanor
- Ability to work independently, think critically, and motivate others
- Willingness to collaborate productively

**Desired Skills:**

- Proficiency in social media, website and workplace technology
- Proficiency in Microsoft Office Suite
- Experience with DonorPerfect or similar fundraising management software
- Database management experience
- Experience with MailChimp, Constant Contact or other direct mail marketing platform

**Technical and Physical Requirements:**

- Valid CA driver's license, fully insured vehicle and safe driving record
- Ability to lift at least 25 lbs.
- Ability to travel within the state and occasionally outside California as needed.

Note: As Executive Director, you would be responsible for the delegation of certain tasks, skills, and duties described above, to office staff (current or future).