

Nature and Raptor Center of Pueblo (NRCP)
JOB DESCRIPTION

POSITION TITLE: Executive Director

REPORTS TO: President of the Board of Trustees

SUMMARY OF POSITION: The Executive Director (E.D.) is responsible for the overall leadership and management of the NRCP. The E.D. has board authority to govern the operations, mission, goals and strategic objectives as approved by the Board. Primary responsibilities include: implementation of strategic plans, staff management and development, financial management, fundraising, marketing and community relations, program promotion and evaluation, and organizational partnerships.

MAJOR ACCOUNTABILITIES:

Administration

1. Develops and articulates, in collaboration with the board of trustees the shared vision that guides the activities at the NRCP. Provides leadership of short-term and long-term strategic planning activities. Implements board policies.
2. Develops and strengthens relationships with the key stakeholders and constituencies, including youth and adult visitors, schools and teachers, corporate and business partners, nonprofit organizations, foundations and supporting agencies.
3. Demonstrates initiative, adaptability and a proactive, solution-oriented response to opportunities and challenges. Introduces and adapts new ideas, approaches and methods to improve the efficiency and effectiveness of programs and operations.
4. Demonstrates creative and sound judgment while managing a building and capital campaign, sustainable operations, seeking grants, building individual and corporate memberships and overseeing the routine operations of this member based not-for-profit organization.
5. Serves as spokesperson and official representative of the NRCP.
6. Works with area governmental agencies to advocate the NRCP interests and advance the mission.
7. Oversees the smooth and efficient procedures and practices of the office and bookstore operations.
8. Works directly with the attorney of the NRCP on all legal matters.
9. Ensures that the NRCP, its staff and programs operate in compliance with applicable local, state and federal laws and regulations.

Fiscal Management

1. Ensures the NRCP operates as a not-for-profit business in accordance with the IRS 501(c)3 regulations and General Accepted Accounting Principles (GAAP).
2. Develops an annual budget and operating plan and takes responsibility for meeting the commitments of the plan and budget.

Board of Trustees

1. Develops an active and committed relationship with the board. Develop its organization capacities and strengthens its role within the local, regional and national community.
2. Meets regularly with the board president and executive officers to ensure efficient meetings.
3. Implements decisions made by the board.

Personnel Management

1. Establishes and maintains clear patterns of authority, responsibility, supervision and communication. Demonstrates excellent communication and delegations skills, promotes an open exchange of information and ideas, and accepts feedback and assistance from others. Provides timely, candid and constructive performance feedback and takes action to correct unacceptable performance.
2. Develops and uses effective systems of personnel policies, including recruitment, selection, training, appraisal, incentive, compensation, discipline and termination in order to recruit and retain a highly qualified and motivated staff that meets the highest standards of customer service, safety and program quality.

Development and Fundraising

1. Plans for future revenue needs and resources to sustain the programs and operations including grant writing.
2. Works with the board to design and conduct ongoing fundraising and activities, including cultivating major/individual donors, foundation and corporate support and partners.
3. Cultivates membership growth.
4. Develops a Planned Giving Program with the intention to enhance the endowment fund of the NRCP.

Marketing

1. Establishes and maintains the local, regional and national profile of the NRCP through public professional and personal contacts that project the commitment to excellence of the NRCP and support brand identification of the NRCP and its services.
2. Engages in constructive community and activities necessary to understand and positively impact the NRCP and its constituents.
3. Coordinates the preparation of the annual report.
4. Oversees and approves all communications.

Education Programs and Wildlife Rehabilitation

1. Collaborates with the NRCP staff and volunteers to design, implement and assess programs and ensure accessibility to the services and programs of the NRCP.
2. Promotes and maintains a strong volunteer and docent program.

REQUIREMENTS:

A Master's or higher degree in Business Administration or Natural Science, Natural Resources, Environmental Education or a minimum of 10 years experience in these areas.

Strong human relations, problem solving and communication skills.

Experience in the use of technology: Quickbooks, Word, Excel and Power Point.

Ability to work independently, take initiative and work within a collaborative team environment of board members, employees and volunteers.

Possess a valid Colorado Drivers License or ability to obtain such license.

Complete a successful background check and drug testing.

Ability to work flexible hours including weekends, holidays and nights.

PHYSICAL ACTIVITIES AND DEMANDS

Requires fingering, grasping, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting (up to 50lbs), talking and hearing. Light to medium physical demands, requiring light visual acuity, and subject to both inside and outside environmental conditions.

Review of applicants to begin June 30th, 2012. Search will continue until position is filled. To apply Email your letter of interest, resume and 3 references to ctournay@natureandraptor.org or mail to the Nature & Raptor Center of Pueblo: PO Box 8295, Pueblo CO 81008.