



Job Title:	Executive Director		
Location:	Lake Jackson, Texas	Travel Required:	Yes, frequent
Level/Salary Range:	As set by the Board of Directors	Position Type:	Full time
Job Description			
<p>Position Overview: The Executive Director is the chief executive officer, responsible for the organization's consistent achievement of its mission and financial objectives, and for managing the affairs of the organization under the general oversight of the Board of Directors. The Executive Director reports to the Board of Directors, is a non-voting member of the Board and is responsible for the organization's consistent achievement of its mission and financial objectives.</p> <p>Qualifications and Education Requirements</p> <ol style="list-style-type: none"> 1. Candidates should have a minimum of five years of experience managing a nongovernmental, charitable or conservation related organization. 2. Candidates should have extensive experience in non-profit fundraising, grant application, and membership recruitment activities. 3. Candidates should have a minimum of a bachelor's degree in a field related to conservation, business administration, business management, or a related discipline. <p>Preferred Skills</p> <ol style="list-style-type: none"> 1. Candidate must have excellent written and oral communication skills. 2. Candidate should be a self-starter, able to take on challenges that may take many years to reach final conclusion. 3. Candidate should be able to work with committees and build consensus within groups. 4. Candidate should have good presentation skills and possess a good public speaking presence. 5. Candidate should be familiar with and understand financial statements. <p>Duties and Responsibilities:</p> <p>In program development and administration, the Executive Director will:</p> <ol style="list-style-type: none"> 1. Lead the programs, and organizational and financial plans, of the organization, along with the Board of Directors and staff, and carry out plans and policies authorized by the Board. 2. Assist the Board of Directors in developing, implementing, monitoring, and evaluating the organization's long-range strategy in order to achieve its mission. 3. Promote active and broad participation by volunteers in all areas of the organization's work. 4. Maintain official records and documents and ensure compliance with federal, state, and local regulations. 5. Maintain a working knowledge of significant developments and trends in the field and sector that the organization serves, including fundraising. 6. Oversee facility management and maintenance of the Avian Research Center at Lake Jackson, TX and any other facilities owned or operated by the organization. 7. Oversee research conducted by the organization staff to ensure the research is progressing on time and on budget to achieve the purposes for which the research grant was received 8. Participate in and oversee the day to day activities of the organization 			

In fundraising, the Executive Director will:

1. Develop an annual fundraising plan and play an active role in implementing that plan to ensure that annual funding goals are met.
2. Manage fundraising, including grants, memberships, corporate and private donations, and fundraising events, with periodic reports to Board of Directors
3. Foster relationships with donors
4. Organize and support volunteers in their critically important role in the fundraising process.
5. Cultivate new prospects to encourage interest in and support of the organization.
6. Oversee and participate in acknowledging gifts.
7. Maintain oversight of the requirements for compliance for grant and endowment compliance and accountability.
8. Write appeals – mid-year, year end, special appeals, appeals for matching funds for land acquisition and the operating endowment.

In relations with staff, the Executive Director will:

1. Foster a climate which attracts, keeps, and motivates a diverse, high performing staff.
2. Work with staff to set performance goals.
3. Manage recruitment, hiring, employee development and termination of all personnel, both paid staff and volunteers.
4. Conduct regular performance evaluations, and establish legal and appropriate human resource practices.
5. Set employee compensation including insurance and benefits.
6. Establish a succession plan for staffing.
7. Maintain and distribute the policy manual.

In communications, the Executive Director will:

1. Inform the Board of Directors on the financial and programmatic condition of the organization and all important factors influencing it.
2. Publish the activities, programs and goals of the organization, via Gulf Crossings, E-news, social and print media, etc.
3. Promote external relationships with other NGOs, universities, site partners, donors and government entities.
4. Serve as the organization's spokesperson.

In budget and finance, the Executive Director will:

1. Develop and maintain sound financial practices, including financial controls to ensure that all receipts and disbursements are properly authorized and executed.
2. Develop, maintain, and adhere to the annual budget as approved by the Board of directors.
3. Participate in the annual financial audit
4. Supervise preparation of financial reports and tax filings required by the Board, auditors, creditors, donors and governmental agencies.

5. Jointly, with the president and secretary of the Board of Directors, conduct official correspondence of the organization and, jointly with designated officers, execute legal documents.

In support of the Board, the Executive Director will:

1. Encourage active and effective participation of Board members, including Board orientation and development.
2. Coordinate with the Board President to develop the agenda for Board meetings.
3. Prepare materials for Board meetings and distribute them to members ahead of time.
4. Maintain Board records.
5. Maintain and distribute the Board handbook.

Last Updated By:	Final Draft	Date/Time:	8/1/16
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