



## RESOURCE CONSERVATION PARTNERS

### EXECUTIVE DIRECTOR JOB DESCRIPTION

#### WHO WE ARE:

Resource Conservation Partners (RCP) is a small, environmental non-profit located in Ventura, California. RCP focuses on wildlife habitat restoration in open space for private entities and government. RCP manages a variety of projects which may be comprised of client contracts, grant funded projects, or volunteer events.

#### KEY OBJECTIVES:

The Executive Director is responsible for establishing organizational priorities and will plan, organize, and direct the operations of the organization. Since this organization is still relatively young and small, the Executive Director will also serve as the Program Manager. The Executive Director must be a visionary who is highly motivated with a passion for habitat restoration and conservation. Strong interpersonal skills are required as the Executive Director is the key individual who represents the organization publicly. It is the responsibility of the Executive Director to guide fund raising events and to identify and pursue grant funding opportunities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Planning:** Working with the Board, the Executive Director must develop a shared vision for the future of the organization, build understanding around the mission, and develop appropriate annual goals, succession plans, and strategies to advance that mission.
- **Board Relations:** The Executive Director must establish and maintain a strong working relationship with the Board of Directors and a system for sharing information that enables the Board to effectively carry out its governance role.
- **Financial Management:** The Executive Director's role is to see that the organization's goals and strategic plan serve as the basis for sound financial management, that solid budgeting and accounting systems are in place, and that appropriate financial controls and risk management strategies protect assets.
- **Ethics/Compliance:** The Executive Director ensures that all contracts are managed in accordance with the highest ethical standards and are consistent with and in compliance with all governing federal, state, and local laws, regulations, and guidelines.
- **Quality & Customer Service:** The Executive Director ensures that services provided by the organization are delivered with the highest level of quality and customer service.
- **Administration:** The Executive Director provides direction and vision for staff to develop, maintain, and use the resources available for the effective operation of the organization and ensure operational compliance.
- **People Management:** The Executive Director provides leadership and direction for

staff, develops a highly engaged workforce, promotes an environment of mutual respect, teamwork and collaboration, with a focus on results.

- **Creativity and Innovation:** The Executive Director generates new visions, ideas and approaches to enhance each program's success, anticipates changes in the business and operating environment and takes appropriate action.
- **Communication and Government/Public Relations:** The Executive Director serves as a primary spokesperson for the organization, clearly and concisely expressing ideas and providing relevant information to individuals and groups. This role has four major components:
  1. Effectively promoting the organization;
  2. Advocating for the mission and work of the organization;
  3. Building relationships with the stakeholder groups critical to the success of the organization; and
  4. Keeping staff, board, regulators and the media informed.

## REQUIREMENTS

### **EDUCATION and/or EXPERIENCE:**

- Bachelors degree in conservation science or related field
- Masters degree in public administration, business or related field desired
- 5+ years in conservation science or related field
- 8+ years in a *senior* leadership role, preferably in a large, grant-funded environment or related field.
- Proven ability in designing and implementing programs, and leading a large non-profit, grant-funded, or government-funded entity
- Proven ability in working effectively with elected, regulatory and other government officials.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of and ability to interpret federal and state laws, regulations and rules.
- Knowledge of the principles and best practices of leadership and management.
- Demonstrated project management, problem-solving and critical thinking skills.
- Ability to work effectively individually and as a team member
- Skill in using tact, discretion, initiative, and independent judgment.
- Excellent written and oral communication skills which include public speaking;
- Ability to adapt and remain flexible in a highly dynamic environment; ability to drive meaningful change.