



Executive Director Opportunity

The Santa Clara Valley Audubon Society (SCVAS) is seeking a collaborative leader with an appreciation of the importance of birds and their ecosystems to become its new Executive Director. SCVAS is one of the oldest and largest Audubon chapters in California with over 900 local members and 200 volunteers. Working with an operating budget of over \$500,000 and an energetic staff, you will assume a highly visible leadership position in this small but well-respected conservation organization. In this role, you can make a difference in our world.

About SCVAS

Our Mission

The Santa Clara Valley Audubon Society promotes the enjoyment, understanding, and protection of birds and other wildlife by engaging people of all ages in birding, education, and conservation.

Our Work

Our volunteers and staff work hard to:

- Provide opportunities to experience and appreciate the beauty of birds and their place in the natural world.
- Educate our region's diverse population about the importance of preserving open spaces for both wildlife and our own well-being.
- Promote scientifically-sound strategies to protect and restore wildlife threatened by loss of habitat and safe migration corridors.
- Collaborate with other Audubon chapters, conservation organizations, and local businesses and governments to achieve our common goals.

Our Location

The SCVAS office and Nature Shop are headquartered at the beautiful McClellan Ranch Preserve in Cupertino. Please visit our headquarters and www.scvas.org for more information about our activities and programs. You will find us at:

Santa Clara Valley Audubon Society, 22221 McClellan Rd., Cupertino, CA 95014

The Executive Director's Job

As Executive Director you will be responsible for the operations of SCVAS. You will work in partnership with SCVAS's Board of Directors to:

- Recruit, motivate and manage a small SCVAS staff
- Develop new and nurture existing revenue streams to ensure SCVAS's financial health
- Grow and diversify our membership and volunteer community
- Expand SCVAS's visibility as the South Bay's premier conservation and advocacy partner

This is a full-time, exempt position with a flexible work schedule. You will find a more detailed description of the ED's responsibilities below.

We are looking for:

- A commitment to our mission
- Experience in attracting and retaining staff and volunteers
- Proficiency in managing budgets of \$500K or greater
- Proven fundraising expertise with individuals, foundations, governments, and corporations
- An understanding of social media, accounting, and database applications
- Interest in working with diverse members, volunteers, donors, and community leaders
- Communication skills, including speaking, writing, and consensus building
- The ability to effectively represent SCVAS with its stakeholders
- Experience leading sustainable growth and change

You will need to:

- Work occasional nights and weekends to support Board and community events. We offer flexibility to accommodate these obligations.
- Provide a car, insurance, and valid CA driver's license, or other means to travel throughout the Bay Area.
- Pass a background check.

Compensation: SCVAS is prepared to offer you a competitive nonprofit compensation package that includes standard holidays, vacation and sick leave, and health and dental coverage. Though candidates from beyond the Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.

Confidential Application Process: To apply, email a cover letter summarizing your interest and qualifications, along with a current resume to:

scvasboardpresident@gmail.com

Please put "SCVAS ED Search" in the subject field. Resumes without a cover letter will not be considered.

Inquiries: Your questions are welcome. You can contact SCVAS Board President Diane Hart by email or phone at:

dianehart@mac.com or 650-766-4252

How You Will Use Your Time

Below is an estimate of how you might allocate your time to your four main areas of responsibility.

Staff and Management (30%)

- Cultivate a culture of teamwork that attracts, motivates, and retains staff
- Work with staff to ensure that educational programs and advocacy actions are consistent with SCVAS's mission, values, and goals
- Oversee monthly financial reporting and approve expenses and invoices for payment
- Implement effective human resource practices, including up-to-date job descriptions, employment contracts, and regular performance evaluations
- Ensure that SCVAS complies with all relevant laws, regulations, and public policies

Finance and Fundraising (30%)

- Maintain SCVAS's financial sustainability through realistic budget planning and monitoring
- See that funds are disbursed in accord with contract requirements and donors' desires
- Work with Board and staff to secure financial resources, including making "the ask"
- Lead in the planning, promotion, and evaluation of membership and fundraising events
- Ensure that resources are aligned with strategic priorities

Membership Growth and Board Relations (20%)

- Attract and engage a diverse base of members and supporters
- Maintain effective systems for tracking members, donors, and volunteers and use that information effectively
- Foster open lines of communications and cooperation between Board and staff
- Participate in Board meetings and serve as an ex-officio member of committees
- Provide the Board with accurate information and thoughtful advice to help it establish sound policies and priorities
- Assist in identifying and recruiting Board members and utilizing their strengths
- Supervise the implementation of Board decisions

Visibility and Advocacy (20%)

- Provide a credible and informed presence for SCVAS in the community

- Develop collaborations with community, government, and corporate stakeholders to support birds and their ecosystems
- Create content for the chapter's website, social media, newsletter, and other materials
- Help varied stakeholders develop an awareness of sound environmental policies