



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR, FRIENDS OF SAUSAL CREEK

ABOUT FRIENDS OF SAUSAL CREEK

Friends of Sausal Creek (FOSC) has been one of the SF Bay Area's premier environmental restoration and oversight organizations since 1996. We are a volunteer-based, nonprofit, community organization dedicated to promoting awareness, appreciation of, and stewardship of the Sausal Creek Watershed which begins in the Oakland hills and flows to San Francisco Bay. In addition to hands-on habitat restoration work, we offer K-12 environmental education programs, engage thousands of volunteers in local environmental stewardship, and collaborate with agencies and other nonprofits on larger projects to enhance and protect the local ecosystem.

POSITION OVERVIEW

After more than 25 years of sustained growth and exciting results, *Friends of Sausal Creek* seeks a leader to move us into the next phase of our important work of watershed preservation and restoration, community education, and environmental stewardship. To this end, we are hiring an enthusiastic and experienced professional to provide organizational leadership, perform day-to-day administration, supervise a small staff, and manage environmental projects.

The Executive Director represents the organization to funders, donors, volunteers, government agencies, other community organizations, and to the general public in ways to invite collaboration and support.

ARE YOU:

- someone with a passion for the environment and social justice?
- excited to lead a small organization with a diverse staff and a dedicated volunteer base?
- an experienced or emerging nonprofit leader with excellent communication skills?
- a collaborative decision maker who can help set strategy for the future?
- someone who has proven experience with local government, conservation advocacy work?
- an organized and flexible project manager?
- a thoughtful, inclusive leader who embodies diversity, equity, inclusion, and justice (DEIJ) values and practices?

REPORTING RELATIONSHIPS

The Executive Director reports to the Board of Directors and oversees a small staff of three, 1-2 interns, and works with member volunteers.

PRIMARY RESPONSIBILITIES

Financial Management

- Work with the Board of Directors to manage FOSC's budget and financial records, including projecting expected cash flow and monitoring use of funds
- Ensure that sound bookkeeping and accounting procedures are followed
- Work with tax preparer on annual tax filing

Fundraising and Grant Administration

- Lead fundraising efforts and donor appeals
- Apply for and administer grants including reporting to funders and oversight of associated programs
- Cultivate/maintain partnerships with grantors, major donors, and other stakeholders
- Maintain Salesforce database of funders and donors

Support Board of Directors

- Prepare for and attend board meetings and steering committee meetings, which includes the development of agendas, financial reports, and other program data
- Identify, assess, and inform the board of directors of internal and external issues affecting the organization
- Assist board president with board development and recruitment
- Draft new policies when necessary for the approval of the board and prepare procedures to implement them; review existing policies annually and recommend changes as appropriate
- Oversee coordination of Board committees; participate on the endowment and steering committees; participate in other committee meetings as needed

Supervisory and Program Related Responsibilities

- Manage personnel: hiring, onboarding, employee development and reviews, staff meetings
- Support restoration, nursery, environmental education, communications, and operations activities as needed
- Support community outreach efforts: interfacing with volunteers and community partners, assisting staff with website content and social media, coordinating member meetings

Office Management

- Ensure that physical and digital files are stored securely and privacy/confidentiality is maintained, including serving as Custodian of Records as outlined by California Department of Justice (requires background check)
- Respond to all telephone calls, emails, and requests for information

QUALIFICATIONS

- Bachelor's degree in related environmental or nonprofit management field or equivalent experience
- Experience with strategic planning and communicating an organization's vision
- Experience with nonprofit fundraising strategies, donor relations, and grant writing
- Demonstrated leadership skills that foster collaboration and inspire participation
- Strong demonstrated organizational abilities including planning, delegating, program development, and task facilitation
- Demonstrated ability to oversee and collaborate with staff
- Solid, hands-on financial management skills, including budget preparation, data analysis, decision-making, and reporting
- Strong written and oral communication skills and public speaking experience
- Ability to use word processing, spreadsheet, and database software; Salesforce and QuickBooks experience is strongly preferred

Preferred Qualifications

- Experience managing a community-based volunteer organization
- Watershed ecology experience and training
- Fluency in Spanish
- Experience with desktop publishing and webpage design

Physical Requirements

This position requires prolonged sitting, use of a computer and mouse, and the ability to participate in some moderately active outdoor field activities.

Additional Information

The person filling this position must have the ability to work from home and must have dedicated office space and secure storage for documents. They are responsible for their own transportation including occasionally transporting project supplies. Some evening and weekend work will be necessary.

Successful completion of a background check, negative TB test, proof of Covid-19 vaccination, and proof of personal auto insurance are required.

SALARY RANGE/BENEFITS

This is a full-time exempt position with a somewhat flexible schedule. The annual salary range is \$60,000-\$70,000 based on experience and qualifications. We provide the following benefits:

- 10 paid holidays, 8 sick days, and 10 paid vacation days to start
- Health care reimbursement (\$380/month) for health insurance and medical costs
- Retirement plan with employer matching contributions
- Mileage reimbursement beyond commute
- Workers' Compensation Insurance

TO APPLY

Please submit a detailed cover letter and a resume to EDjob@sausalcreek.org. Position will remain open until filled.