

Rockbridge Conservation – Executive Director Full Position Description - 2024

Rockbridge Conservation (RC), formerly known as Rockbridge Area Conservation Council (RACC), is seeking a part-time Executive Director to manage the operation of the area's oldest volunteer driven environmental nonprofit organization.

The Executive Director (ED) of Rockbridge Conservation provides professional guidance and management of the organization in support of its mission "to promote and enhance the protection, sustainable use, and stewardship of our community's natural resources." Primarily this involves coordinating the efforts of several volunteer committees that conduct the work of the group. The ED works cooperatively with RC's Board of Directors, committees, and general membership to ensure strong programming and implement mission-specific initiatives.

Currently there are two additional part-time staff (Membership Director and Communications Administrator) and a contract Bookkeeper who assist the ED with administrative and communications functions. The ED has direct staff oversight.

The ED serves as the primary liaison with other regional organizations and governmental bodies, identifying appropriate opportunities for collaboration and connecting Board and Committee members as needed.

The ED is responsible to the Board of Directors. The Executive Committee of the Board of Directors is in turn responsible for clearly communicating Board priorities and expectations to the ED, including establishing a workplan, to be updated at least twice annually.

Hours, Compensation & Benefits

Hours: The ED position is part-time, working an average of 20 hours per week.

Compensation: Salary would be commensurate with skills and experience in the range of \$30 to \$40 per hour, paid monthly on an annualized basis.

Vacation: will be earned on a compensatory time basis and taken on a mutually agreed upon schedule.

Ongoing Responsibilities:

The Rockbridge Conservation Executive Director will:

Work in partnership with the Board of Directors, and the organization's committees and at large membership to achieve the mission and tasks of the organization as set forth in the bylaws and current strategic plan.

Oversee, direct, and manage RC staff members.

Support RC's standing project and board committees, as well as ad hoc committees' efforts to implement their projects and initiatives.

Assist the Advancement Committee in developing and implementing fundraising plans. This will include grant writing, securing individual donor gifts and growing RC membership.

Actively participate in RC activities including but not limited to:

- Manage the daily operations of the organization, including staff and budget, to assure efficiency and excellence in achieving strategic goals.
- With the assistance of the Treasurer, Bookkeeper, Membership Director, and finance committee maintain accurate financial and performance records as required by grantors and the Board of Directors.
- Work with the RC Board of Directors to prepare annual operation plans and budgets.
- Hire and direct staff as needed for ongoing office functions and special projects and events.
- Maintain a high profile throughout RC's service area to continue to build public recognition of RC's role and reliability as the primary voice and advocate for conservation issues within this region.
- Liaise with public and private community groups, businesses, and individuals involved in promoting policies and practices aligned with the RC mission.
- With the assistance of the Communications Administrator, inform RC subscribers and the public of Conservation events and issues.
- Maintain awareness of State, National, and Global conservation issues, and how they may help or impact the Rockbridge Community.

The above responsibilities indicate the range of duties and tasks that the ED may be expected to perform over the course of a given year. These duties are cyclical and/or opportunity-driven and are prioritized to fit within the part-time parameters of the position.

Skills

The successful candidate shall have the following skills and experience:

- Experience and an educational background in one or more of the following: environmental sciences, environmental engineering, environmental law, urban/environmental planning, conservation management.
- Familiarity with the governance of and regulations for 501(c)3 non-profit organizations.
- Familiarity with the conservation priorities and culture of Rockbridge County
- Volunteer management.
- Excellent communication skills.
- Competency with Microsoft Office software programs. Skills in virtual meeting software (e.g. Zoom), WordPress, MailChimp, Social Media Platforms (Facebook, Instagram, TikTok), etc. a plus.
- Comfort with consensus-based management.

Application Details

Applications are due August 25, 2024.

Inquiries should be directed to bob.biersack@rockbridgeconservation.org

Applicants should submit a cover letter, resume, and three references to:

bob.biersack@rockbridgeconservation.org