



AUDUBON CANYON RANCH EXECUTIVE DIRECTOR Position Announcement

ABOUT AUDUBON CANYON RANCH (ACR)

Founded in 1962, ACR has preserved approximately 2,000 acres of environmentally significant land in Northern California's Marin and Sonoma Counties as wildlife sanctuaries, centers for nature education and conservation-based research. Each year, ACR staff and volunteers inspire thousands of visiting students and families to love and respect nature, and better understand the need to protect our natural heritage. ACR is an independent non-profit 501(c)3 organization with a staff of 20 and an annual budget of over \$2 million.

THE OPPORTUNITY

This is an exciting opportunity to lead a well-established, fiscally strong, highly respected environmental organization and to have an impact on shaping its future. The Executive Director will join a team of dedicated staff, a committed Board, and a community of hundreds of enthusiastic volunteers. ACR is currently implementing a strategic plan focused on growth and is investing in an expanded resource development effort.

POSITION SUMMARY

The Executive Director will provide visionary leadership to the Board, staff and volunteers of ACR. S/he will share a passion for and commitment to ACR's mission with the broader community, raising visibility for the organization. S/he will find opportunities to collaborate with organizations and individuals in order to achieve ACR's goals. S/he will be a seasoned leader who has experience managing a complex organization. S/he will have fundraising experience soliciting donations and the ability to direct a resource development program. The Executive Director will lead strategic planning, maximizing resources to help ACR realize its full potential. S/he will provide focus and direction to ACR's conservation science, ecological restoration, environmental education, habitat protection, and land acquisition programs.

REPORTING RELATIONSHIPS

- The Executive Director reports to the Board of Directors.
- The Executive Director supervises the senior management team.

PRIMARY RESPONSIBILITIES

The Executive Director is responsible for the advancement and overall management of ACR, its programs and a growing fundraising operation.

Leadership: Ensure that ACR's mission and vision are clearly defined and communicated both internally and externally. Ensure that the available resources are effectively used to meet the needs of the organization in fulfillment of its mission. Oversee the development of resource capacity within and beyond the organization. Work in partnership with the Board of Directors to provide direction for the organization. Serve as the liaison between Board and staff.

Planning: Provide leadership, vision, oversight and direction for the achievement of ACR's mission through strategic organizational planning. Oversee operational planning to ensure the successful implementation of the strategic plan.

Board relations: Work closely with the Board of Directors. Support Board effectiveness.

Staff leadership: Lead and direct staff. Provide leadership education to help staff with professional development.



Resource development and management: Lead and oversee all development efforts that enhance the financial viability of ACR. This includes work with the Board of Directors to develop, direct, and implement a plan to meet the long-term financial needs and objectives of the organization. Be an active fundraiser for the organization. Support the Board in the development and management of ACR's investment strategy.

Program: Provide focus and direction to the conservation science, ecological restoration, environmental education and habitat protection programs. Oversee ACR's volunteer programs and the growth and stewardship of the preserves. Evaluate the impact and effectiveness of programs.

Land protection and restoration: Collaborate with other organizations and individuals to protect and acquire natural areas in Marin and Sonoma Counties.

Budget, financial and legal oversight: Lead the budgeting process and financial management. Ensure that the Board has all the information it needs to make decisions. Ensure compliance with legal obligations.

Public relations and community relations: Build community awareness, confidence, and trust in ACR. Serve as chief spokesperson representing the organization in the community and with the media.

Human resources: Ensure that personnel and volunteer management is in accordance with legal obligations and policy.

QUALIFICATIONS

- Demonstrated ability to articulate a compelling vision for an organization
- Successful experience with strategic planning
- Demonstrated commitment to and knowledge of ACR's areas of focus: conservation science, ecological restoration, environmental education, habitat protection, and land acquisition
- Track record of success in resource development
- Substantial senior level management experience

AUDUBON CANYON RANCH

Mission Statement

"Audubon Canyon Ranch protects the natural resources of its sanctuaries while fostering an understanding and appreciation of these environments. We educate children and adults, promote ecological literacy that is grounded in direct experience, and conduct research and restoration that advances conservation science."

Sanctuaries and Facilities

ACR's properties include the headquarters at Bolinas Lagoon Preserve in Stinson Beach, home to one of the Bay Area's largest Great Blue Heron and Great Egret nesting sites; the Cypress Grove Research Center and protected properties on Tomales Bay; and the Bouverie Preserve in Glen Ellen, which safeguards a portion of the Stuart Creek watershed. Each of the three major sanctuaries includes habitat for native plants and animals. The facilities include education centers, administrative offices and residences. The Bolinas Lagoon Preserve is a recognized Natural National Landmark. Recently, Audubon Canyon Ranch has signed a collaborative agreement with Jim and Shirley Modini to acquire the 1,725-acre Modini Ranch property through a planned giving arrangement.

Support

ACR's programs are made possible thanks to the efforts of hundreds of volunteers, income from its endowment funds, and gifts from individuals, foundations and businesses. ACR has an



affiliation with four Bay Area Audubon Chapters and is not affiliated with the National Audubon Society. ACR is financially strong with a substantial endowment.

Website

For more information about ACR and its programs visit our website: www.egret.org

APPLICATION PROCESS

Quinlan Gaston Huey Associates, an organization development and executive transition firm, is conducting this search on behalf of Audubon Canyon Ranch. Applicants should send a résumé and letter of interest to QGHassociates@earthlink.net.

Please include ACR ED Search in the subject line.

Review of résumés will begin on May 13, 2009 and will continue until the position is filled.

Audubon Canyon Ranch is an equal opportunity employer.