



## **Executive Director Job Description**

### **Mission**

The Crest cultivates the integral connection between all people and nature. We learn from nature the interdependence of humans and the air, soil, food, forest, and water upon which we all depend and the earth to which we all return.

### **Values**

**CONSERVATION:** Use our resources wisely as we only have one earth.

**RESTORATION:** This land has been home to people for over 8000 years. All humans have impacted the land. We strive to return to balance and to follow nature's teachings.

**EDUCATION:** We respect the land as our teacher.

**STEWARDSHIP:** We strive to cultivate a community of care for land, people, relationships and ways of accessing and learning as our world evolves.

**TRUST:** We follow the principles of reciprocity and respect for the earth and people. We strive to foster love, compassion, knowledge, and care for all people and nature. We monitor our efforts to remain on this path.

### **Our Equity Statement:**

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission to cultivate the integral connection between all people and nature.

We believe that each Crest community member, donor, volunteer, advocate, and employee must have equal access to the natural world and environmental education.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We invite staff, volunteers and community members to give us ongoing feedback on how we can improve these practices.

We commit to using these practices for our business and the communities we serve.

Join us in embracing diversity, equity and inclusion for every person in every community.

## **The Position:**

The Executive Director role holds the key to cultivating the culture and forward momentum of the organization. Keeping the pulse on the community needs, staff needs and board trajectory are part of the focus, always holding the elements of accessibility and fiscal sustainability into the conversation in order to maintain balance and equity. Ability to navigate challenging conversations with diverse stakeholders is important, and above all a value of deep care and concern for the wellbeing of the natural world and reknitting the community's bonds within it.

## **Essential Job Functions:**

- Grows and oversees financial assets to ensure the ongoing financial sustainability of the organization.
- Engages in the development of programs for individuals to experience the outdoors in a safe, supportive environment.
- Assumes leadership of and develops accountability measures for advancing Diversity, Equity and Inclusion efforts within our culture, policies, programs and practices.
- Manages staff with transparency, guidance and regular engagement to achieve goals.

## **Key areas of Expertise:**

### **Leadership:**

- Engages Board Members in the vision, mission, and goals of The Crest, drawing upon their own experiences and commitment to environmental issues and education.
- Effectively communicates with stakeholders to inspire and connect to build a strong, community-based organization.
- Brings a passion for Justice, Equity, Diversity, Inclusion and Access (JEDIA), sustainable operations, and protection of the natural environment to all decisions and communications.
- Empowers and engages employees in implementing effective programs and operational strategies.
- Develops opportunities for professional development, team building and support networks to engage all staff.

- Supports Administrative Assistant in cultivating efficiency of operations

### **Fundraising/Resource Development:**

- Plans and implements annual fundraising plans.
- Grant writing- private foundation and State grants
- Regularly engages with donors and prospective donors to build a major gift pipeline.
- Builds community partnerships and business sponsor relationships to support the mission of the organization

### **Program:**

- Engages with and oversees program and education development in support of the Education Director.
- Ensures that The Crest is at the forefront of site-inspired environmental education.

### **Communication:**

- Provides regular, transparent and relevant communication between board and staff.
- Actively participates in development of media, print and community engagement activities in support of the Community Engagement Coordinator.
- Maintains close relationships with key stakeholders and partners.

### **Personnel Management:**

- Hires, evaluates, promotes management-level staff.
- Provides HR oversight in hiring of seasonal, on-call and support staff.
- Leads annual performance reviews for permanent staff building a supportive culture of metrics-based feedback and teamwork.
- Empowers staff to establish a system of review and engagement with seasonal/on-call staff and youth leaders.
- Engages in regular communication with staff individually and as a team.
- Provides professional development and leadership opportunities for staff including ongoing diversity, inclusion and equity training.

### **Operations/Facility Management:**

- Coordinates with staff and owners of Willow-Witt Ranch and The Forest on key priorities in order to develop annual and long-term plans for projects, personnel and budgeting for facility improvements and replacements.

- Works with property owner and ranch staff to implement conservation planning, protection, and management of the 445-acre property and ensures operations are consistent with organizational mission and values.

### **Financial Management:**

- Recommends annual budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Engages in regular communication with bookkeeper;
- Provides regular financial reports to the board and meets quarterly with the Financial Oversight Committee.
- Guides staff in establishing annual budgets and meeting budget goals.

### **Required Skills/Qualifications:**

- 4+ years' progressive management of a nonprofit organization including: personnel, fundraising and finance.
- 4+ years' of active fundraising success including individual campaigns, corporate sponsorships, and foundation proposals.
- Demonstrated success in grant writing
- Strong written and verbal communication with training in active listening and DEI.
- Strong team-building skills emphasizing organizational goals and mission-oriented success.
- Financial aptitude with budgets, cash-flow reporting.
- Skill with GSuite and Quickbooks.

### **Preferred Skills/Qualifications:**

- "Proficient in Spanish" or "Bilingual (English/Spanish)"

**Salary: \$60,000/year**

**Benefits: Monthly health care stipend, generous Holiday and PTO package**

**Status: 30 hours/week**

### **How to Apply:**

To apply, please submit a resume and cover letter to [exec@thecrestatwillowwitt.org](mailto:exec@thecrestatwillowwitt.org). Interviews will begin Nov. 15th and the position will be open until filled.