

The St. Louis Audubon Society invites applications for the newly created position of Executive Director. We are seeking applicants who possess a passion for environmental stewardship. We anticipate a salary of \$35,000, which is negotiable for a highly qualified candidate. Applicants should submit a cover letter, resume, and names and contact information for three references via email by Friday, July 25, 2008 to Bill Salsgiver at wjsals52@hotmail.com. Interviews for selected candidates will be on Saturday, August 9, 2008. The job description and qualifications below can also be found at our website: www.stlouisaudubon.org

St. Louis Audubon Society Executive Director Job Description

The Executive Director works in concert with the President and the Board of Directors to represent The Society and its programs to donors, foundations, and the public and to raise the necessary funds to carry out the priority programs of the Society. The Executive Director has primary responsibility for fundraising, organizational management, planning, program management and external communications.

Organizational Management

- Work closely with the Board of Directors to review, revise and implement the St. Louis Audubon Strategic Plan, including the development of annual operating plans to implement its goals and objectives.
- Work with the Finance Committee and the Board of Directors to develop and track annual operating budget.
- As a non-voting member, attend all Board of Directors and Finance Committee meetings, and other committee meetings as needed.
- Manage the Society's daily operations and activities, including any additional staff positions approved by the Board. Responsibilities would include recruitment and retention, supervision and coordination on a daily basis, staff training and development, and the maintenance of all employee personnel records.
- Assist the President in recruitment, training and orientation of new Board Members. Provide professional development assistance to the Board and its members to enhance their effectiveness.
- Ensure that appropriate archival records are established and maintained for important Society records (*e.g.* Board meeting minutes, committee meeting minutes, donor records, progress reports on grants, and other key areas of activity).
- Prepare and file as appropriate the annual Chapter Recertification Report and other filings.
- Ensure compliance with state and federal permits obtained for salvage and possession of migratory birds, and enhance the collection as feasible.

Development

- In conjunction with the President and the Finance Committee, implement the overall fundraising development plan which includes, but is not limited to, identifying and preparing grant applications and subsequent contract administration of all grants received.
- Identify, develop and administer all other fundraising opportunities/projects approved by the Board, including but not limited to individuals, private organizations, planned giving, membership levels, bird-a-thons and a matching corporate program.
- Meet regularly with key donors, foundation officers/staff and agency representatives to develop and maintain consistent sources of revenue.

Communications

- Serve as the Society's spokesperson at public meetings to include, but not limited to, public advocacy of key issues in conjunction with the Vice President of Conservation.
- Supervise and/or execute the timely production, distribution, and maintenance of the Society's full range of print and electronic publications and publicity materials, including annual and project reports, newsletters, press releases, brochures and fliers, Web sites, and audio-visual or multimedia production.
- Assist the Publicity Chair and committee to ensure functional, timely and effective advertisements or promotion of Society activities (fieldtrips/meetings), events and projects within the financial constraints of the organization.
- Supervise and/or execute the development and maintenance of a membership database, including electronic mail addresses.
- Strengthen and expand healthy working relationships with a variety of vital constituencies, including but not limited to the Society membership, the media, government officials and agencies and other conservation organizations.

The list of responsibilities given is representative and the Board will make other needs known to the Executive Director as required.

Executive Director Job Qualifications

Desired qualifications include the following:

- Bachelor's Degree or higher in science, nonprofit management, business administration, public policy, environmental education or a related field. Graduate degree preferred.
- Management or board level experience with a 501(c)(3) organization that includes responsibility for board development/relations, major gift fundraising and donor cultivation, fiscal oversight and organizational planning and development.
- Must be able to establish, develop, and cultivate relationships with agencies, businesses, foundations, private groups and individuals who are or will become major donors.
- Staff supervisory experience. Strong collaboration skills in working well on teams and with volunteers.
- Excellent communication skills, both verbal and written, including substantial experience making presentations to groups. Demonstrated ability and effectiveness in using computer systems (Excel, Power Point, and Word).
- Highly organized and self motivated.
- High attention to detail and demonstrated ability to follow through on projects, commitments, and communications.
- Environmental passion and a personal commitment to the mission of the St. Louis Audubon Society.
- Vision and initiative in bringing new ideas and energy to the operation and productivity of the organization.