

JOB POSTING

Job Title: Executive Director
Employer: Foothill Conservancy
Location: Jackson, California

Employment Terms: Full time. Compensation is negotiable, subject to experience. Benefits include: paid sick leave, paid vacation, flexible working requirements, teleworking options, paid holidays, and health insurance stipend. Professional development assistance.

Availability: In-office and remote work; able to travel for community outreach and to attend regional government and agency meetings.

Closing Date: November 25, 2022

Application Instructions: Please complete the application attached to this link: <https://bit.ly/FCEmpApp> Submit completed application, cover letter, resume and two writing samples by U.S.Mail or as attachments via email to jobs@foothillconservancy.org by November 25, 2022.

Foothill Conservancy is a 501(c)(3) nonprofit environmental protection organization serving Amador and Calaveras counties in the Central Sierra region of California. We are a community-based organization primarily focused on protecting, restoring and sustaining the natural and human environment in our region. Foothill Conservancy advocates for programs and takes positions on proposals with the aim of protecting and supporting our region's environment, people, and communities. Our primary programs are focused on watershed, forest and river health and good land use planning. Foothill Conservancy works to create sustainable economies and communities built on the foundation of a healthy environment.

<https://foothillconservancy.org/about/>

- Foothill Conservancy's **Land Use Program** promotes responsible local land use planning consistent with our mission, vision, and core values guided by a set of land use principles. We actively engage in public education, participate in agency land use planning processes, help communities address local concerns, and help elected and appointed local officials make decisions that advance our mission.
- Foothill Conservancy's **Watershed Protection Program** focuses on our area's watersheds, with a primary focus on the Mokelumne River watershed. We work with agencies like the US Forest Service on forest land management, Amador Water Agency on responsible water planning, and PG&E on hydropower impacts on rivers to advocate for sound planning, operations and policies to restore and sustain the health of our creeks, rivers, and forests. We are guided by river, watershed and infrastructure principles as well as our mission, vision, and core values.

The Executive Director reports to the volunteer Board of Directors and may supervise one or more employees. Our office is in Jackson, California, in the heart of the historic Mother Lode region. www.foothillconservancy.org

Requirements

Bachelor's or advanced degree in environmental or physical science or related fields and experience in nonprofit or business management, public policy, public administration, with evidence of increasing administrative responsibility or nonprofit management experience. Duties will include: planning, project management, human resources, personnel management. Grant research and compliance, writing and implementation skills and experience required.

Duties include:

- Direct day-to-day operation of the office, staff, issue advocacy, interaction with local agencies and groups to accomplish Foothill Conservancy's mission and goals.
- Implement direction and requests from Foothill Conservancy Board of Directors, work with staff to prepare briefings, reports and agenda packets for monthly meetings of the Board and its committees.
- Seek and secure funding from sources including fundraising events, grants, donors and increased membership to promote financial stability and sufficiency.
- Staff training, project management, human resources management, grant research and compliance, writing and implementation skills and experience required.

Additional important qualifications important to success in this role are:

- Demonstrated expertise and dedication to river and watershed conservation, land use planning and sustainable community development.
- Ability to work independently, exercise sound judgment, and enroll, motivate and inspire staff, volunteers, donors, members and community members.
- Demonstrated ability to build organizational capacity
- Training or experience in collaborative problem solving
- Social media, web and technical proficiency
- Experience with DonorPerfect or similar fundraising management software

Technical and Physical Requirements:

- Proficiency in use of Microsoft Office suite
- Valid driver's license, fully insured vehicle and safe driving record
- Ability to lift at least 25 lbs.
- Ability to travel within state and occasionally outside California as needed