



Executive Director

Position Description

The Fund for People in Parks' Executive Director provides overall leadership for the operation of the organization while executing the Advisory Committee's vision and mission for the organization. The Fund is a continuously-developing fundraising, grant-making, and project facilitation organization, focused on enhancing the visitor experience in western National Parks.

Responsibilities

Leadership

- Provide informed visionary leadership for the organization, including the development and execution of strategic plans to raise private funds and apply grants and other resources to projects that accomplish the Fund's mission
- Exhibit business acumen, including enhancing the organization's competitive edge by understanding the niche in the National Park philanthropic community, securing major gifts, accomplishing objectives, effectively analyzing complex problems and risks, and engaging the Advisory Committee in making informed decisions about the direction of the Fund
- Represent the organization to external partners, including developing and strengthening productive relationships with National Park Service leaders, primary park partners, donors, staff, and others critical to the organization's success
- Prepare and implement a goal-oriented annual plan and budget with a focus on financial capacity and long-term security
- Manage the organization's resources within its approved budget
- Oversee the quality of all programs and services
- Guide project review, selection, grant-making, project facilitation and oversight
- Set and maintain a high level of professionalism and accountability throughout the Fund, including a commitment to, and demonstration of, diversity, equity, and inclusion principles
- Manage and collaborate with a small team of staff to accomplish mission objectives

Fundraising

- Lead major gift fundraising activities through a strong development program with assistance from staff, Advisory Committee members, contractors, donors, and network
- Expand the organization's visibility and voice to attract donors
- Maintain the organization's focus on enhancing donor satisfaction through personal outreach, communications, and events
- Coordinate and manage events designed to increase donor engagement, attract new donors, and strengthen connections to parks

Fiscal Sponsor and Advisory Committee Relations

- Maintain a productive working relationship with the Advisory Committee that includes regular reporting on progress toward organizational goals and objectives
- Work closely with the Advisory Committee's Executive Committee to identify key issues for the organization, set appropriate agendas for meetings, and plan work according to an annual calendar
- Support Advisory Committee recruitment

- Maintain a productive working relationship with the Fund's fiscal sponsor, Community Initiatives

Qualifications, Skills, and Characteristics

- Experience working in or with the non-profit sector related to public lands
- Experience developing and presenting compelling case for project support and articulating funding needs
- Passion for National Parks and personal commitment to the Fund's mission
- Excellent organizational and people management skills
- High-level partnership and relationship building skills, including the ability to strengthen and grow relationships with Fund leaders, contractors, National Park Service staff, local park partners, and other key stakeholders
- Collaborative team-builder and motivator
- Ability to anticipate future consequences and trends, and assist the Advisory Committee in positioning the organization favorably
- Exceptional oral and written communication skills
- Dedication to maintaining high standards for quality and professionalism in the Fund
- Ability to adapt to changing priorities and circumstances with flexibility
- Ability and discipline to work remotely and manage a remote team
- Proficiency in cloud-based collaborative software

Working Conditions

- This is a remote work position, with a preference for California due to the location of advisors, donors, and parks. Work schedule is flexible.
- Business travel within the western region of the National Parks may be frequent (6-10 trips/yr)
- Work on weekends, evenings, and long-hour days should be expected on occasion (limited)
- Expect occasional outdoor and site-related activity, including walking and hiking on and off-trail in a variety of mountainous, desert, and beach environments, visiting high elevations, boating, and visits to industrial settings, such as shipyards, warehouses, and foundries.
- Physical activity requiring moving and positioning objects weighing up to 40 lbs.

Compensation

The Fund for People in Parks is a fiscally sponsored project of Community Initiatives. The position is 30 hours/week, exempt. It will include an annual salary of \$75-90,000 and a benefits package that includes medical, dental, vision, and life insurance, 401K match, and generous leave time.

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To Apply

Applicants should submit a letter expressing interest and a résumé to **searchcommittee@peopleinparks.org**. Priority review deadline is **July 15, 2023**.

Applications will remain open until a suitable candidate is found.

Start date is negotiable, ideally between October – December 2023.

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

The Fund encourages applications from equity-seeking groups.