

EXECUTIVE DIRECTOR FRIENDS OF VALLE DE ORO NWR

Summary

Under the direction of the Board, the Executive Director is responsible for the overall management and operations of the Friends of Valle de Oro National Wildlife Refuge, a membership based non-profit organization with a mission to help shape and support Valle de Oro NWR, the first Urban National Wildlife Refuge in the Southwest. The Friends of VDO are dedicated to fostering a community conservation ethic by promoting environmental and cultural awareness through public participation in educational programs and recreational opportunities.

The Executive Director reports to the Board of Directors and is responsible for the implementation of policies set by the Board, annual goals and objectives using the organization's strategic plan as a map, financial, program, and administrative oversight of the organization.

Leadership/Community Liaison

- Be the primary spokesperson for the Friends, representing it to the public, media, to members, and to other organizations and partners.
- Implement the Friends' vision and Strategic Plan.
- Foster effective teamwork among the Board, Friends staff, volunteers, and membership and Refuge staff.
- Stay abreast of issues affecting the Refuge and support advocacy efforts at the Refuge's instigation with Board approval and as capacity allows.

Fundraising

- Develop and support the operation of a Friends Nature Store in the Refuge's Visitor Center and Nature Store staff and volunteers.
- Support existing, and develop additional, fundraising activities of the Friends, including an annual Gala and quarterly fundraising events/activities.
- Responsible for maintaining and finding additional funding source(s) for Executive Director salary.
- Write grant applications and administer both federal and local grants for Friends' programs and development and Friends' capacity, as well as administering grants in fiscal sponsorship for the Refuge.

Operational Planning and Management

- Oversee and coordinate the efficient and effective day-to-day operation of the organization.
- Coordinate the planning, implementation and evaluation of the Friends' programs and projects to ensure they meet the objectives of the Friends, fulfill its contracts, stay true to its mission, and the goals of the Refuge.

- Lead the implementation of the ABQ Backyard Refuge Program, a collaborative program managed by the Friends of Valle de Oro NWR, in collaboration with Program Director.
- Oversee internal operations, including record keeping and supervision of volunteers, staff, and paid consultants.
- Provide oversight for the financial operations of the Friends, working effectively with the organization's Treasurer, accountant, and auditors, and ensuring that Generally Accepted Accounting Principles are followed.
- Oversee the preparation and distribution of monthly Board of Directors meeting packet and financial reports for the Board's review.
- Develop the organization's annual budget and ensure its proper execution after Board approval.
- Maintain appropriate insurance policies and oversee monthly and annual tax obligations.
- File annual reports to ensure legal compliance with Federal and State agencies, including maintaining logins to appropriate websites.

Personnel Management

- Work with the Board to determine Friends volunteer, staffing, and/or contractual service's needs, and assist in recruiting, training, and managing high quality volunteers, interns, and/or staff to help further the mission of the Friends. Assure there are clear scopes of work in place for all contractual services. When necessary, discipline and discharge Friends' staff.
- Directly supervise Operations Assistant employee who manages the Nature Store.
- Work with the Refuge in supervising shared interns or staff, when appropriate.
- Support the volunteer recruitment system in collaboration with the Refuge and oversee Friends' volunteers.

Outreach and Marketing

- Implement outreach and marketing strategy in support of organization's Strategic Plan.
- Support the planning and implementation of organization's and Refuge's events.

Communications

- Communicate with stakeholders, including members, donors, community groups, elected officials, and the general public, keeping them informed of the work of the organization.
- Responsible for overseeing the development and upkeep of overall communication and marketing materials including but not limited to all website and social media material, all letters, press releases, photos, membership materials, and any other forms of communication such that they be consistent with the strategic plan and Friends' mission.
- Serve as a communications link with Refuge staff, ensuring that all Friends' activities are appropriately coordinated with Refuge operations.
- At the direction of the Refuge, assist in the recruitment/development of community partners to leverage and further Refuge outreach, programs, and restoration efforts.

Qualifications:

Education/Experience

- Bachelor of Science or Bachelor of Arts degree
- Alternatively, Associates Degree with significant relevant experience.
- Knowledge, skills, or experience in a management or administrative leadership position with a non- profit organization or similar enterprise.

Required Skills

- Demonstrated ability to lead others, to supervise effectively the work of others, to foster teamwork, and to interact professionally with Board, Friends members and volunteers, Refuge staff, community partners and Refuge visitors.
- Demonstrated ability and experience in planning, budgeting, prioritizing tasks, taking initiative, organizing tasks, assuming responsibility for projects from inception to completion, evaluating results, and solving problems with minimal supervision.
- Excellent verbal and written communication skills.
- Demonstrated capability and experience in the use of modern information technology tools, including: word processing; database/spreadsheet management; electronic mail; social media; development and editing of print publications; and preparation of presentation materials.
- Experience working with others on successful fundraising efforts such as: grant application, administration and reporting; planning and implementing large-scale campaigns and annual fundraising gala; developing donor contact strategies; etc.
- Proficiency with some or all of the following computer applications: QuickBooks (or other accounting software); NeonCRM membership management software (or other Customer Relationship Management Systems); Better Impact volunteer management software; Microsoft Suite; Google Suite; Survey Tools, OneCause online event platform; social media platforms including Facebook, Instagram, YouTube & Twitter.
- Experience with the administrative and fiscal responsibilities associated with operating a 501(c)3 non-profit organization.
- Knowledge of basic bookkeeping preferred.
- Bilingual (Spanish) a plus.

Basic Job Expectations

- Ability to work flexible hours, including some evenings and weekends.
- Some lifting may be required.
- Possess valid driver's license and access to personal vehicle.
- Willing to work both indoors and outdoors, being exposed to wildlife, uneven terrain, insects and plants.

About the Friends of Valle de Oro NWR

The Friends of Valle de Oro National Wildlife Refuge is a 501(c)3 non-profit organization. Originally founded by a small group of community members in 2011 to assist in the establishment of the Refuge, the Friends were instrumental in advocating for and safeguarding the 570 acre former dairy farm that became Valle de Oro NWR in 2012. The mission of the Friends is to support and shape the Valle de Oro NWR. We are dedicated to fostering a community conservation ethic by promoting environmental and cultural awareness through public participation in educational programs and recreational opportunities.

The Friends has a membership base of approximately 260 members and a database of approximately 3,000 contacts. Ten Board members and the Executive Director oversee the strategic direction for the Friends, including coordinating committee work organized around the Friends five strategic goals that guide how the Friends shape and support the Refuge: Education, Membership/Volunteer, Outreach/Collaboration, Fundraising, and Refuge Development. In addition to an Executive Director, the Friends employ one additional staff member, an operations assistant, and two program specific positions, currently on contract.

The annual operating budget for 2021 is approximately \$280,000. In addition to supporting Refuge programs and goals, the Friends administer their own programs including a Nature Store, annual education scholarship, membership and volunteer programs. The Friends also oversee and collaborate with various community organizations to administer and support the ABQ Backyard Refuge program in the community: abqbackyardrefuge.org. From supporting environmental, recreational, and cultural education programs to managing the Friends' membership and volunteers, to raising funds for Refuge projects, programs, and restoration, the Friends invest in both people and wildlife. For further information please visit our website: friendsofvalledeoro.org.

Location

The office for the Executive Director of the Friends is located at the visitor facility on the grounds of Valle de Oro NWR, 7851 2nd Street SW, Albuquerque, NM 87105.

Send letter of application, detailed resume, and names and contact information for three professional references by July 23, 2021 via email to work@friendsofvalledeoro.org or by mail to:

Personnel Manager
Friends of Valle de Oro NWR
7851 2nd Street SW
Albuquerque, NM 87105

Questions or clarification can also be addressed likewise.