

EXECUTIVE DIRECTOR

FRIENDS OF VALLE DE ORO NWR

Summary

The Executive Director is responsible for the overall management and daily 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 strategies, policies, annual goals and objectives as set by the Board through the organization's strategic plan. The Executive Director provides financial, program, and administrative oversight for the organization.

Leadership/Community Liaison

- In coordination with the Board, be a spokesperson for the Friends, representing it to the public, media, state and federal agencies, to members, and to other organizations and partners.
- Implement the Friends' vision and Strategic Plan as directed by the Board.
- 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 request of the Refuge, with Board approval and as capacity allows.

Fundraising

- Support existing, and develop additional fundraising activities of the Friends, including the annual Gala.
- Be responsible for maintaining and finding additional funding source(s) for Executive Director salary.
- Prepare grant applications and administer both federal and local grants to support the programs and activities of the Friends and the Refuge, as well as administering grants in fiscal sponsorship for the Refuge.

Operational Planning and Management

- Develop and support the operation of a Friends Nature Store in the Refuge's Visitor Center and Nature Store staff and volunteers.
- Oversee and coordinate the efficient and effective day-to-day operation of the organization, including but not limited to membership management and supervision of staff and volunteers.
- Coordinate the planning, implementation and evaluation of the Friends' programs and projects to ensure they meet the objectives of the Friends, fulfill its contracts, and stay true to both the Friends' mission and the goals of the Refuge.

- Support the management of the ABQ Backyard Refuge Program, a collaborative program managed by the Friends of Valle de Oro NWR, in collaboration with the Program Director.
- Provide oversight for the financial operations of the Friends and perform day-to-day accounts receivable, accounts payable, and bookkeeping functions.
- Oversee the preparation and distribution of monthly Board of Directors meeting packet and financial reports for the Board's review.
- In collaboration with the various committees, develop the organization's annual budget and ensure its proper execution after Board approval.
- File monthly and annual reports to ensure legal compliance with Federal and State agencies.

Personnel Management

- Work with the Board to determine Friends volunteer, staffing, and/or contractual service needs, and assist in recruiting, training, and managing 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.
- Directly supervise Nature Store Manager.
- Work with the Refuge in supervising shared interns or staff.

Communications

- Responsible for overseeing the development and upkeep of overall communication and marketing materials, including, but not limited to: all website and social media material, letters, press releases, member email blasts, photos, membership materials, etc.
- Serve as a communications link with Refuge staff, ensuring that all Friends activities are appropriately coordinated with Refuge operations.

Qualifications:

Education/Experience

- Minimum of a Bachelor's degree (B.Sc., B.S., or B.A.) or Associate's degree with 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 the Board, Friends members and volunteers, Refuge staff, community partners and Refuge visitors.

- Demonstrated ability and experience in planning, budgeting, organizing and prioritizing tasks, taking initiative, 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 current information technology tools, including: word processing; database/spreadsheet management; membership/customer relationship management systems; 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 fundraising events; developing donor contact strategies; etc.
- Experience with the administrative, managerial, and fiscal responsibilities associated with operating a 501(c)3 non-profit organization.
- Knowledge of basic bookkeeping and accounting software preferred, e.g. QuickBooks.

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.
- Be willing to undergo a periodic evaluation process, in collaboration with the Board.

Compensation

Starting salary: \$48,000 plus \$3,000 health insurance incentive per year.

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 January 14, 2022, 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.