



## **JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR**

**Closing Date – April 27, 2015**

Friends of Malheur National Wildlife Refuge (FOMR) was formed in 1999 and is an independent, non-profit 501(c)(3) corporation committed to:

- Conserving, enhancing, and restoring fish and wildlife habitat and cultural history in the Harney Basin in southeast Oregon through the support of Malheur National Wildlife Refuge staff and programs.
- Assisting the Refuge in providing wildlife-dependent educational and recreational opportunities while enhancing public knowledge and appreciation of the Refuge mission.
- Advocating for support of the Refuge and the National Wildlife Refuge System.

**Job Location:** Harney County, Oregon –Malheur National Wildlife Refuge Headquarters

**Status:** Salaried (exempt), full-time, regular.

**Requirements:** The successful candidate will demonstrate competency in the following areas:

- Fundraising and development
- Building effective relationships and partnerships
- Skills in interpretation and natural resource education
- Development of interpretive materials
- Recruiting and supervising volunteers
- Managing sales
- Communicating effectively in both written and oral formats,
- Web savvy

### **Position Description**

**Reporting:** The Executive Director reports to the President of the Board of Directors.

**Responsibilities:** The Executive Director is responsible for the daily management of the organization, including fundraising, membership development, budgeting, program planning and implementation, volunteer recruitment and supervision, program oversight, office management, nature store management, and complying with the legal responsibilities of non-profits. The Executive Director is also responsible for working in close partnership with the Board of Directors to manage the financial health and overall direction of the organization and coordinating closely with refuge staff.

#### **I. Organizational Administration**

The Executive Director will work with the Board of Directors to meet all legal, financial, and ethical obligations of the non-profit organization and all requirements pertaining to and interacting with operations on a National Wildlife Refuge.

#### **II. Fiscal and Staff Administration**

The Executive Director directs all fundraising activities, including grantwriting, major donor solicitation, and special events. The Executive Director works with the Board to develop the annual budget, oversees income and expenditures, monitors budget, and compiles internal and external fiscal reports that comply with accepted standards for nonprofits. The Executive Director is responsible for all fiscal, grant and board documentation and reporting requirements, including public education through annual organizational reports and other communication tools. The Executive Director is responsible for all administrative duties including supervision of volunteers and special project contractors.

### **III. Board Communication and Development**

The Executive Director works with the Board to facilitate internal communication networking which supports the fiscal and program goals of the organization, including a monthly emailed staff report to the Board and quarterly financial reports.

### **IV. Program Administration**

The Executive Director works with the Board and refuge staff to develop an annual work plan for Board approval, and implement annual program priorities. The Executive Director will evaluate program success and report at least annually to the Board.

### **V. Public Relations**

The Executive Director represents FOMR and Malheur National Wildlife Refuge to the public. This includes making presentations to refuge visitors, leading tours, giving talks at regional meetings of wildlife organizations (e.g., Audubon chapters) working closely with the media, and overseeing the website and publications. The Executive Director is responsible for managing the membership program, developing a supportive membership, and working closely with our partners on various projects.

#### **Desired qualities:**

- Minimum BS/BA preferred
- Proven success as a fundraiser and administrator
- Educational and/or professional background in natural resources, preferably wetland oriented
- Experience in 501(c)3 nonprofit management, program development, and public relations
- Passion for wildlife and wetland conservation
- Excellent written, verbal, and interpersonal skills
- Self-directed, thoughtful, and innovative thinker
- Experienced at building partnership and leveraging resources

#### **Duties:**

- Manages day-to-day operations and business of non-profit management, including fund-raising and development. Provides general office/administrative support related to public use programs.
- Oversees Nature Store operations including supervising opening and closing, stocking publications, cleaning/maintaining exhibits, keeping visitation records, managing bulletin boards, information desk and general outreach, performing basic building maintenance and/or informing Visitor Services Manager of maintenance needs.
- Manages the FOMR volunteer program, Nature Store volunteers, and other volunteer crews working on projects. Includes, recruiting, training, scheduling, managing day-to-day volunteer activities, tracking volunteer data and hours contributed, and nurturing the program.
- Maintains databases to record volunteer hours, program attendance, and other key public use data.
- Assists Refuge Visitor Program Manager and Friends with planning and implementation of special events as assigned, including with public outreach and education activities with a focus on the Refuge's aquatic health program and interpretive plan..Includes assisting with teacher workshops, accompanying/leading field trips, and providing feedback for program evaluation.
- Other duties as assigned.

**Salary and work:** This is intended to be a full-time, exempt position with salary and benefits to be negotiated with the successful candidate. Housing might be available with the position.

**Application Procedure:** Send a cover letter, resume, and at least three references to FOMR President (electronic copies preferred, sent or post-marked by closing date):

Gary Ivey, FOMR President, 1350 SE Minam Ave., Bend, OR 97702  
Gary.L.Ivey@gmail.com