



## SHOAL CREEK CONSERVANCY: EXECUTIVE DIRECTOR JOB DESCRIPTION

Shoal Creek Conservancy ([www.shoalcreekconservancy.org](http://www.shoalcreekconservancy.org)) is a 501(c)(3) nonprofit organization established in 2013 with the mission of being a champion for the Shoal Creek watershed in order to create a healthy and vibrant community. In its first 5 years, the Shoal Creek Conservancy has had an outsized impact with a record of sustainable and methodical growth; its budget tripling between 2015 and 2018. It is now poised for its next phase of evolution and development. The Shoal Creek Conservancy has a solid foundation of supporters, partners, and stakeholders, and the Shoal Creek watershed and community is a vital and growing part of Austin.

The ideal candidate for Executive Director will recognize the opportunities and challenges of the organization's next chapter - a visionary leader with a proven track record of relationship management, resource growth, as well as programmatic and operational excellence. The Executive Director will have overall strategic and operational responsibility for Shoal Creek Conservancy's staff, programs, and execution of its mission, goals and financial objectives. The key functions of the position will be to marshal a broader set of resources through fundraising, with a particular focus on major individual gifts and corporate sponsorships, and raising the profile of Shoal Creek Conservancy to the public and policymakers. The Executive Director is the chief executive officer and reports directly to the Board of Directors.

### Duties and Responsibilities

- **Advocate for Mission.** Represent and speak on behalf of the watershed to public officials and policy-makers; enhance the profile of Shoal Creek Conservancy by being active and visible in the community, and working closely with other professional, private, and government entities.
- **Relationship Management.** Build and maintain strong relationships with Shoal Creek Conservancy stakeholders and partners, including: donors, corporations and businesses, partners, foundations, volunteers, and community members.
- **Leadership.** Provide leadership and management to maintain Shoal Creek Conservancy as a highly successful and well-respected organization that is self-sufficient and financially secure.
- **Development and Fundraising.** Overall responsibility of a development strategy to provide the organization with stable funding and necessary resources that support operations and growth, including: membership, corporate, foundation and major donor contributions, special events, and enterprise activities.
- **Operational Excellence.** Recommend and execute operational benchmarks, timelines, and resources needed to achieve strategic goals, proactively recommend and drive improvements as necessary; set standards for accountability and measurements of success.
- **Program Management.** Ensure ongoing programmatic excellence, effective grant management, and rigorous program evaluation; coordinate objectives, strategies, and goals to manage efficient, well-run projects and programs.
- **Board Administration and Volunteer Support.** Support operations and administration of the Board of Directors; provide accurate and timely information necessary for the Board to make informed decisions; assist in recruiting locally influential volunteers.



- **Financial Management.** Maintain fiscal integrity of Shoal Creek Conservancy and oversee all accounting functions: prepare and manage an annual budget, ensure maximum resource utilization, and sound financial practices.
- **Human Resources.** Overall responsibility for the recruitment, motivation and evaluation of paid and volunteer personnel; promote active and broad participation by volunteers.
- **Stakeholder and Partner Engagement.** Represent Shoal Creek Conservancy at public functions; build strong partnerships with other organizations to promote Austin's park and trail system.
- **Communications and Marketing.** Overall responsibility for external communications efforts to increase the visibility and publicize the activities of Shoal Creek Conservancy, its programs, goals, and successes; represent the programs and point of view of the organization to agencies, organizations, and the general public.

#### **Qualifications**

- A minimum of 5 years leadership experience in the public or private sector.
- Nonprofit experience preferred; related trail, parkland, watershed and/or government/public relations experience highly desirable.
- Advanced degree in related field required.
- Experience developing and managing budgets; ability to work resourcefully within the determined budget.
- Proven ability to fundraise and to develop and maintain positive relationships with donors and stakeholders.
- Excellent verbal and written communications skills, including grant writing and public speaking.
- Ability to communicate a vision for the future and motivate people towards its realization; provide strong leadership, strategic planning, and operational execution.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people.
- Ability to raise awareness of the organization through communications and marketing.
- Successful track record managing staff, volunteers and interns in a nonprofit organization.
- Ability to work evenings and weekends when necessary.
- Excellent computer skills, including experience with Microsoft Office products.
- Passion for the mission of the Shoal Creek Conservancy.

Salary is \$90,000 annually, plus benefits. Compensation will be commensurate with qualifications and experience.

#### **To Apply**

Please send a cover letter, resume, three references, and salary requirements [board@shoalcreekconservancy.org](mailto:board@shoalcreekconservancy.org). Thank you for your interest in the Shoal Creek Conservancy.