

SELAH

Bamberger Ranch Preserve

Executive Director

Job Description and Posting

Selah, Bamberger Ranch Preserve is searching for an outstanding individual with strong leadership, management, and fundraising skills to become its next Executive Director. We invite applications and nominations for candidates with the skills, characteristics, and experience described below.

Applications and nominations will be accepted until April 10, 2020.

Organization Overview

Selah, Bamberger Ranch Preserve is a 5,500-acre ranch in Blanco County, Texas, that has been restored to its original habitat. *Our mission is to teach ethical land stewardship — by example and outreach.* We offer seminars for landowners and serve as a research lab for botanists, zoologists, and other scientists. We provide hands-on science classes and nature camps for school children. Our public tours and workshops attract birdwatchers, photographers, and animal and plant enthusiasts.

After leaving the Ranch, many visitors are inspired to change consumption habits and better conserve natural resources. They leave with a vision of harmony with the land. They realize that the Ranch tells a story of hope: *Given the chance, Nature can heal itself. Nature can heal us.*

Selah, Bamberger Ranch Preserve is governed by a highly committed Board of Directors. The Executive Director will report to the Board.

Job Description

The Executive Director of Selah, Bamberger Ranch Preserve will work with the Board, staff, administration, and partners to advance the organization's mission, set priorities for achieving optimal impact, and position the organization to thrive. He or she will provide strong leadership for the organization, including management of staff, the operating budget, development and implementation of the strategic plan, donor and community relations, marketing, and development.

Specifically, the Executive Director has the following responsibilities:

1. Serve as the primary spokesperson and advocate for Selah, Bamberger Ranch Preserve.
2. Work with the Board to develop and execute a strategic plan as well as yearly operating plans aligned with strategic goals.
3. Foster the ability of the Board, staff, volunteers, and key stakeholders to work together in support of the strategic plan.
4. Implement and coordinate Board actions and policies and maintain close communications with the Executive Committee to ensure the organization's effectiveness and sustainability.
5. Lead and manage staff and consultants as well as volunteer resources in support of the organization's mission and programs.

6. Help to ensure the organization's financial integrity by maintaining appropriate financial records; managing within the yearly operating budget; ensuring proper processing of expenditures; overseeing appropriate use of resources; and producing reports for Board and committee review.
7. Secure revenue to meet annual fundraising goals established in the Board-approved budget. This includes sustaining and further strengthening existing donor relationships; cultivating new donors; communicating with donors; preparing funding requests; preparing (or overseeing the preparation of) grant applications; managing grants; grant reporting; managing the donor database; and managing the fundraising reporting schedule.
8. Lead efforts to maintain and create new partnerships and collaborations that will support the organization's mission and goals.
9. Oversee the development of marketing and communications strategies and materials to build the profile of Selah, Bamberger Ranch Preserve.
10. Ensure that the website is up to date and promotes the organization's program activities, events, and work.
11. Promote the organization through traditional print and electronic media, social media, and collateral.
12. Perform other duties as mutually agreed.

Desired Characteristics

- Passion for and deep commitment to the mission of Selah, Bamberger Ranch Preserve.
- Ability to facilitate visionary thinking and articulate a clear and compelling vision that will inspire the Board, staff, volunteers, stakeholders, and donors.
- Ability to develop, motivate, and supervise staff, consultants, and volunteers.
- Commitment and capacity to engage and support the Board in its role as a fiduciary, steward, and strategic institutional asset.
- Ability to represent the organization effectively and to communicate knowledgeably and enthusiastically about Selah, Bamberger Ranch Preserve with a wide variety of audiences.
- Strong interpersonal skills and ability to relate to people of all ages.
- Energetic, self-directed, well-organized, adept at handling multiple tasks, and skilled at setting priorities and focusing on issues that will contribute most to the organization's success.
- Ability to effectively identify and communicate issues and challenges in a timely way.
- Creative problem solver and good listener who is politically savvy, patient, collaborative, and able to reconcile divergent points of view.
- Personal qualities of commitment, integrity, and sensitivity to the needs of others.
- Ability to honor the past without being inhibited by it.

Ideal Experience and Requirements

- Fundamental understanding of land conservation and stewardship, scientific research methods, ranch management, and educational programming.
- College degree (required)

- 7+ years of business experience, preferably in the nonprofit field, with time in a senior leadership role.
- Management experience leading an organization with measurable results in hiring, mentoring, developing, and retaining staff.
- Proven experience with financial management, fund accounting, and budgeting.
- Demonstrated track record of generating revenue for an organization through donors, foundations, and companies, either as a professional or as a consultant or volunteer.
- Proven success in engaging, building, and supporting a nonprofit governing board.

Compensation

The salary for this position will be commensurate with experience and qualifications. The compensation will include a competitive benefits package. Relocation expenses are negotiable.

Guidelines for Candidates

Nominations, applications, and questions should be emailed to Barbara Bushong at Sterling: bbushong@sterlingnonprofits.com.

No telephone calls, please.

Candidates should provide a cover letter describing their interest in and qualifications for the position, a resume, and the names and telephone numbers of at least three professional references.

References will not be contacted until candidates have been interviewed.

Materials must be received by April 10, 2020.