

## **EXECUTIVE DIRECTOR POSITION**

Texas Conservation Alliance (TCA), a non-profit conservation organization with a 50-year history of successful grassroots advocacy campaigns, seeks an Executive Director. The position requires extensive knowledge of Texas conservation issues, in particular protecting water resources and wildlife habitats, such as rivers, forests, and prairies.

Preferred candidate will show success in fundraising, public relations, conservation advocacy, organizational management/budgeting, and building coalitions with a broad range of interests.

### **JOB DUTIES:**

**PROGRAMS:** Represent TCA's agenda to public and private sectors, individuals and colleagues via direct communications, public appearances, media outreach, and forging alliances. Create informational materials, hold events, and recruit coalition participants.

Achieve program goals thru active non-partisan participation in legislation (local, state and federal), public forums, education, media outreach, and alliances with interested groups.

**FUNDRAISING:** Foster current relations with historic donors and develop new donors by approaching individuals, foundations, and corporations via direct communications, written proposals or grant applications.

**BOARD RELATIONS:** Work with volunteer non-profit Board to establish policies, develop strategic program plans, and develop organizational and project budgets.

**MEMBER AND PARTNER RELATIONS:** Foster and expand relationships with TCA members and partners, including National Wildlife Federation, TCA's member organizations, and other colleague groups. Expand TCA's membership base.

**ORGANIZATIONAL MANAGEMENT/STAFFING:** Recruit and supervise 5-10 employees and contractors who work remotely, and oversee program results. Recruit, mentor, and oversee volunteers as needed.

Draft annual budget for Board approval, report any budget variances, and oversee CPA's accounting and tax filing activities. Plan and coordinate annual public meeting and other events as needed.

**JOB LOCATION:** Some flexibility. Must in general be centrally located in Texas, with preference for Dallas or Austin. Flexibility for working remotely.

**TRAVEL:** Some overnight travel within Texas plus occasional conferences at other US locations.

**COMPENSATION:** Salary and benefits competitive with similar organizations, in keeping with level of experience.

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**If interested, please apply by May 6 by sending an email cover letter  
with attached resume to: [TCAapply@gmail.com](mailto:TCAapply@gmail.com)  
SUBJECT: Executive Director**