

EXECUTIVE DIRECTOR FOR THE HILL COUNTRY ALLIANCE

Founded in 2005, the mission of the Hill Country Alliance (HCA) is to bring together an ever-expanding alliance of groups throughout a 17-county region of Central Texas with the long-term objective of preserving open spaces, water supply, water quality and the unique character of the Texas Hill Country. The organization, guided by their strategic plan [The HCA Collaborative Strategy](#), is efficient and nimble, led by a highly involved, professionally and geographically diverse board of directors that is able to act quickly and responsively.

The Executive Director reports to the HCA Board of Directors and will have overall strategic and operational responsibility for HCA's programs, staff, events, expansion and execution of its mission. This is a full-time, salaried executive-level position.

Primary Responsibilities:

The Executive Director of the Hill Country Alliance is the chief executive officer for the organization. Primary responsibilities include:

1. General Leadership:

- Support, nurture and assist in recruiting new members to a strong Board of Directors. Seek and build board involvement with strategic direction;
- Actively engage, maintain and expand HCA's network of volunteers, advisors, partner organizations and agencies;
- Build consensus and buy-in with ongoing programmatic excellence and rigorous program evaluation;
- Represent the organization and its vision professionally and enthusiastically to supporters, funders, community leaders, the media and the community at large;

2. Operations and Financial Management:

- Hire, supervise and manage the HCA staff, a high-performance team of three full-time program staff positions and two part-time support staff positions; Incrementally build and expand the organization and staff as deemed appropriate and supported by the Board of Directors;
- Manage the organization's infrastructure and budget including planning, finances, communications, technology, program development and evaluation;
- Ensure that job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place;
- Responsible for developing and maintaining sound financial practices to include annual audit;
- Provide the Board of Directors with a transparent window to HCA operations and finances including regular reports that include measurable deliverables on programs; timelines and resources needed to achieve strategic goals, and identifying all potential liabilities for which insurance may be required or advisable.
- Maintain compliance with the organization's 501c3 status, including all applicable laws and regulations.

3. Fundraising:

- Responsible for HCA's fundraising program;
- Develop and maintain a sustainable, balanced and effective development (fundraising) program that supports and is synergistic with HCA's mission and strategic plan;
- Organize and/or supervise appropriate staff, Board members, volunteers and outside resources to implement and maximize fundraising programs.
- Maintain consistent quality of grant administration, fundraising databases, communications, and related operations and ensure all systems are updated and functioning;
- Build new partnerships, develop and deepen relationships with funders, donors, political and community leaders.

4. HCA Programs and Strategic Planning:

- Manage planning and direct implementation of programs as aligned with the HCA mission and strategic plan;
- Maintain and further HCA as an expert on regional growth and natural resource protection issues;
- Serve the people and organizations of the region as a connector and helpful resource.

Qualifications

The ED must be thoroughly committed to the mission of the Hill Country Alliance, and should have proven leadership, organizational management, fundraising and natural resource expertise. Concrete demonstrable experience and other qualifications include:

Key Criteria:

- Undergraduate and advanced degree, with at least 2 years of senior nonprofit management experience; track record of effectively leading and regionally scaling a natural resource organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- 8-10 years related work experience, with a minimum of 5 years of relevant public policy experience.
- 3-5 years of successful management supervision and/or management of a full complement of development programs, including grants, major donors, general membership, capital campaign, planned giving, special events, etc.
- Must be an experienced and effective public speaker.
- Must be able to empower people for success.

General Requirements:

- Knowledge of the Hill Country region's characteristics, threats to natural resources, and opportunities;
- Understanding of Texas water resource, land stewardship and conservation issues and related legal frameworks;
- Proven development and fundraising skills, with a keen eye for marketing and branding;
- Positive attitude, self-directed, high integrity, enthusiasm for HCA's mission and a tenacity for success.
- Strength in operational management, budgeting, and financial management practices;
- Excellent people skills, responsive and prompt. Excellence in personality management with ability to guide staff, manage teams and develop strategic work plans;
- Solutions driven and customer service oriented;
- Action-oriented visionary with ability to convey big picture goals and also get things done;
- Strong written and verbal communication skills;
- Knowledgeable of politics and the sensitivities of its processes, and willing to be a regular resource to legislators and their staff and local elected officials;
- Inclusive, attuned to broad set of audiences and open to all perspectives.
- Capacity to understand cultural differences (e.g. rural/urban, ethnic, socio-economic, political) and ability to diplomatically seek common ground and build bridges for success.

Additional Preferred Expertise:

- Regional or county planning experience;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning;
- Strong existing relationships with complementary agencies and organizations;
- Robust marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders including landowners, agriculture, business, municipal and environmental stakeholders;

Benefits:

- Flexible 40-hour work week schedule. At times evening and weekend work will be necessary, time off may be taken in the week to balance a 40-hour schedule.
- Simple IRA with up to 3% annual salary matching after 6 months' full time employment.
- Two weeks paid vacation, all major holidays paid time off.
- HCA offices located in Bee Cave. Amazing Hill Country experiences and a network of support in the form of HCA board members, Advisory Board, donors and partner organizations.
- Salary commensurate with experience