



**TRAVIS  
AUDUBON**  
*Listen. Look. And Learn.*

*Inspiring Conservation through Birding*

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Travis Audubon is seeking a dynamic Executive Director to lead the organization through a time of growth and change. Travis Audubon is a 501(c)(3) nonprofit organization whose vision is to inspire conservation through birding.

Travis Audubon, founded in 1952, is one of the most important conservation organizations in Central Texas. Its purpose is to promote the enjoyment, understanding, and conservation of native birds and their habitats. It is an independent chapter of National Audubon and serves over 1,200 members within a four-county region consisting of Travis, Hays, Williamson, and Milam counties. Travis Audubon owns and manages three nature preserves – Baker (715 acres), Chaetura Canyon (10 acres), and Blair Woods (10 acres). With staff, and scores of skilled volunteers, Travis Audubon conducts both formal and informal programs in schools, public venues, at events, and at its sanctuaries. Last year, the organization’s vital land conservation work, environmental education programs, and community outreach influenced over 432,000 people.

This executive director post is a full-time, exempt position. Travis Audubon provides a competitive salary, paid time off, IRA match and health insurance.

### **Executive Director Job Description**

The Executive Director is the leader and Chief Executive Officer of Travis Audubon and is responsible for operations, staff, finances, and land management of the sanctuaries. The Executive Director reports to the Board of Directors and works closely with the Board President. The Executive Director is responsible for developing and managing the human and financial resources necessary to implement the mission and meet the strategic goals.

#### **General Responsibilities**

- Recruit, supervise, and retain staff.
- Works with the board to develop and maintain governance policies, strategic direction, and community relations that advance and sustain Travis Audubon’s core mission and activities.
- Lead fund raising efforts, and engage the Board and staff in maintaining and expanding relationships with donors and diversifying funding sources.
- Ensure compliance with all IRS, state and local laws and regulations.
- Continue and advance the organization’s mission and strategic plan through effective management and evaluation of programs
- Manage volunteer corps to meet program and outreach requirements and goals.
- Oversee management and maintenance of the organization’s three sanctuaries.

- Ensure the overall financial health of the organization by maintaining and improving financial policies and procedures, creating annual operating budgets, and monitoring and reporting on financial performance and position.
- Lead staff and Board through regular long-term strategic planning.
- Articulate the mission, vision and conservation advocacy of the organization effectively; be comfortable and proficient at communicating with a broad array of constituencies including volunteers, staff members, board members, community members, major donors, government representatives, business, and civic leaders.
- Maintain and enhance Travis Audubon's conservation profile and conservation advocacy through networking with local, state, and national conservation organizations and securing and promoting conservation partnerships.

### **Preferred Qualifications**

- Has demonstrated a passion for conservation either through one's professional or private life.
- Bachelor's degree required, Master's preferred, in business or nonprofit management, environmental education, the natural sciences, or related field
- At least 3-5 years experience in leading a nonprofit organization including recruiting, inspiring, and empowering staff and volunteers
- Knowledge of local and regional environmental conservation issues
- Experience with non-profit accounting principles and in reading reporting and analyzing financial data.
- Proven fundraising success.
- Experience creating and evaluating educational and scientific programs.
- Experience building relationships and sustaining partnerships with diverse communities
- Experience working with a large volunteer corps
- Familiarity with land management of preserves and sanctuaries for conservation purposes
- Excellent written and oral communication skills.
- Familiarity with database technologies and innovative online communications
- Demonstrated success in facilitating and implementing organizational strategic and operational plans

### **How to Apply:**

Travis Audubon's Board of Directors invites qualified candidates to submit a resume and cover letter (including salary requirements) outlining their interest in and qualifications for the position to: [search@travisaudubon.org](mailto:search@travisaudubon.org). Both documents are required and must be submitted in .doc or .pdf format. Applications will be accepted until 5:00 p.m. January 31, 2018 or until filled, whichever comes first.

[www.travisaudubon.org](http://www.travisaudubon.org)

**Apply to: [search@travisaudubon.org](mailto:search@travisaudubon.org)**

Travis Audubon is an Equal Employment Opportunity Employer