



Executive Director

Job Overview

Title: Executive Director
Location: Santa Cruz, CA
Status: Full time
Date Posted: May 21, 2015
Closing Date: June 22, 2015
Salary: Competitive salary with benefits and financial incentives based on revenue targets

Save Our Shores (SOS), founded in 1978, is a 501(c)(3) non-profit marine conservation organization located in Santa Cruz, California, with programs in the Monterey Bay region. Originally formed to prevent oil drilling in what later became the Monterey Bay National Marine Sanctuary, the organization now has an annual budget of approximately \$600,000 and 6.5 staff FTEs. SOS's mission is **"Caring for the marine environment through ocean awareness, advocacy, and citizen action."**

The Executive Director (ED) reports to the SOS Board of Directors and is responsible for overseeing the management of all of SOS's programs. The new ED will be charged with developing a new strategic vision that is consistent with the organization's mission and complements its current core programs. This new direction should build upon SOS's signature strengths, enjoy wide community support, substantially grow the organization's revenue, and provide tangible conservation benefits. It is expected that the new ED will pursue a diverse fundraising strategy to provide SOS with increased long-term financial stability and security.

The ideal candidate will be ready to provide new energy, creativity, and professionalism to an organization that is beloved by the community, while at the same time, provide new leadership to expand the reach and impact of the organization. Individuals with vision, a strong sense of accountability, and a proven track record of fundraising and effective management are encouraged to apply.



Executive Director

Job Description and Requirements

DUTIES

I. General

- Lead the organization in fundraising, community and stakeholder outreach, communications, financial and administrative management, strategic direction, and program implementation.
- Report to the Board of Directors on the overall performance of the organization and the effective execution of the strategic goals.

II. Specific

Fundraising

- Work with the Board of Directors Development Committee to set goals and implement plans to achieve a stable, diversified, and increasing revenue stream.
- Formulate and execute comprehensive development strategies that will enhance revenue from major donors, foundations, government agencies, and corporations.

Community Outreach

- Strengthen the current network of influential contacts in the nonprofit and marine conservation field, including individual donors and foundations.
- Continue to build upon the sound working relationships and cooperative arrangements Save Our Shores has with community groups and other organizations.
- Provide a strong public “face” for the organization by publicizing the goals, programs, and activities of the organization, as well as represent the programs and perspectives of Save Our Shores to agencies, other organizations, and the general public.
- Deepen and refine all aspects of communications and outreach with the goal of creating new opportunities and a strong identity.

Strategic vision and leadership

- Work with the Board of Directors to define and implement a new strategic vision and plan that builds upon and expands Save Our Shores' core strengths, while ensuring that the budget, staff, and priorities are aligned with Save Our Shores' mission.
- Support and help ensure the continued development of a strong, diverse, and inclusive Board of Directors that is engaged and representative of the communities served by Save Our Shores.
- Actively engage and energize Save Our Shores' volunteers, Board members, event committees, partnering organizations, and funders.
- Maintain a working knowledge of significant developments and trends in ocean conservation and environmental protection related to Save Our Shores' mission.

Management

- Foster a high-performing, integrated team while empowering staff to achieve their individual performance goals.
- Promote a positive, professional workplace that attracts, retains, and motivates staff.
- Maintain sound human resource practices and processes that comply with all federal, state, and local regulations.
- Cultivate a strong and transparent working relationship with the Board of Directors and ensure open, timely communication regarding financial health, programmatic issues, and performance against stated milestones and goals.
- Ensure programmatic excellence by overseeing the execution of all projects and programs, including tracking progress, program evaluation, and reporting to grantors, the Board of Directors, and other stakeholders.

Financial

- Ensure the financial health of Save Our Shores.
- Develop short and long-term financial plans and priorities that support the Save Our Shores programs and staff needs.
- Monitor and report on the status of the budget and forecasts.
- Maintain sound and legally compliant financial controls including budgeting, expense controls, recordkeeping, and reporting.

QUALIFICATIONS

All candidates should have proven leadership and management experience. Other qualifications include:

- Minimum of a Bachelor's degree, ideally with an MBA, MPA, or a related advanced degree.
- At least 15 years of overall professional experience, with at least 5 years in management positions.
- A proven track record of fundraising.

- Keen analytic, organizational, and problem-solving skills that support and enable sound decision making, and an unwavering commitment to quality programs and data-driven program evaluation.
- Outstanding presentation and communication skills and the experience and disposition to be an outgoing spokesperson and relationship builder.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational planning.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- **Preferred but not required:** Past success working with a Board of Directors.
- **Preferred but not required:** Experience working for or with non-profit organizations.

JOB REQUIREMENTS

The primary workplace is an office setting. However, there is a significant amount of time spent outside the office. The candidate must be willing and able to

- Participate in field activities including but not limited to beach cleanups, visits to local shoreline and river habitats and other outdoor events which may require moderate physical exertion.
- Attend and participate in public and private meetings in a variety of indoor and outdoor venues.
- Drive to local and regional meetings and events, multiple times per day or week as necessary.
- Occasionally travel by air to attend meetings and events as necessary.
- Frequently be available to work outside regular business hours, such as evenings and weekends, as necessary.

TO APPLY

- Send a cover letter and resumé via e-mail to Margaret Collins, SOS Board Chair, at margaret@saveourshores.org.
- Type the Subject line "Executive Director Position".
- Attachments are preferred in PDF format.