

International Field Studies, Inc.

Executive Director

Job Description

SUMMARY

Reporting to the Board of Trustees, the Executive Director will have overall strategic and operational responsibility for International Field Studies' staff (within the US and in the Commonwealth of the Bahamas), programming, expansion and execution of its mission.

PRIMARY RESPONSIBILITIES

BOARD COLLABORATION - Works effectively with the board in order to fulfill the organization's mission and goals. Is responsible for leading in a manner that supports the mission and goals as defined by Board of Trustees in the Articles of Incorporation and in the Annual Program of Work. Is responsible for communicating effectively with the board and providing all information necessary for the board to make decisions. Serves as an ex-officio member of the Board of trustees, working with the Board and various Board committees to plan, direct, and carry out the development of the organization.

FINANCIAL PERFORMANCE AND VIABILITY- Ensures that the organization is financially solvent. Is responsible for funds generation and financial management of the organization. Assists Scheduling/Program Coordinator in developing comprehensive, realistic program budgets for all IFS projects. Is responsible for providing regular budget, & financial management plans of to the Board of Trustees. Engages directly in revenue generating activities and fundraising to support the organization's educational mission and to develop resources.

PUBLIC RELATIONS - Acts as spokesperson for International Field Studies, Inc. Works with the Board of Trustees to ensure that the relationships previously established with the Bahamian Government and key collaborators in Nassau and on Andros are maintained and enhanced. Represents IFS to the academic, scientific, and general communities through speaking engagements, press releases, etc. Maintains and expands the network of university faculty and high school educators who bring students to study and learn at Forfar Field Station. Maintains a high profile for the organization and ensures that its reputation is strong. Establishes a network of professional colleagues working in the field of sustainability education and collaborates with

them to achieve organizational goals. Identifies new, mission related opportunities for the organization.

ORGANIZATIONAL OPERATIONS - Oversees operations of the organization and ensures a smooth flow of staff and client activity. Hires, supervises and trains, and evaluates staff to ensure peak employees performance. Actively works with staff members to troubleshoot, mediate, and solve program problems and emergencies. Is responsible for the maintenance and appearance of IFS owned physical property and equipment and ensures that the highest standards of safety are maintained.

ORGANIZATIONAL MISSION AND STRATEGY- Works with the board and IFS staff to ensure that the mission and goals of the organization are fulfilled. Translates the Board of Trustees' Program of Work into an actionable strategy for goal attainment. Identifies physical property needs and capital improvements. Establishes cost and operation centers within the organization and works and strategies to ensure that each of these centers perform. (i.e., Forfar Field Station, campground, sail program, land program, collaborating field stations) With agreement from the board, establishes milestones for goal attainment and provides regular updates to the board on progress made.

Qualifications-

- Master's Degree in the Biological, Ecological Sciences or Sustainability (or related field) preferred
- 3-5 years demonstrated leadership experience in the management and growth of a not for profit organization or comparable entity
- Strong employee supervision skills
- Excellent public relations skills
- Excellent fiscal management skills
- Loyalty and integrity

Salary Commensurate with Experience

- Range-(\$44,500-\$51,200) with benefit plan