

EXECUTIVE DIRECTOR POSITION DESCRIPTION GRAND CIRCLE FIELD SCHOOL

Executive Director Responsibilities

The Executive Director reports to the Board of Directors, and is responsible for implementing Board policies, financial, program and administrative management and annual goals and objectives and of GCFS, including:

- **Organizational Planning.** Develop annual business plan addressing budget, staffing, programs and fundraising and long-range strategy to achieve GCFS's mission.
- **Governance.** With the Board of Directors, oversee all facets of governance, including:
 - Maintain official records and documents; ensure compliance with federal, state and local regulations.
 - Develop contacts and negotiate contracts with our BLM & NPS partners and file annual reports to them
 - Provide information, advice, and counsel to the Board, its Chair and Committees in the creation of policies, programs and strategic direction
 - Support all Board activities and oversee scheduling, planning and preparation for board meetings.
 - Maintain a working knowledge of significant developments and trends in the field
- **Program Development.** Oversee program growth, planning, implementation and evaluations for various categories of classes, including general public classes, middle and high school classes, Exploritas classes, custom classes and daily Rainbow Bridge classes.
 - Design curriculum and plan and organize individual classes
 - Obtain permits for class activities
 - Negotiate contracts with outfitters
 - Develop class materials, forms and website information
 - Correspond with participants; evaluate physical ability for classes
 - Attend classes and coordinate activities
 - Plan menus and arrange for food service
 - Maintenance of **Exploritas/Road Scholar** catalogue entries
 - Review and evaluate the results of program activities
- **Fundraising and Development.** Develop short-term and long-range strategic fundraising vision and plan to meet identified goals, incorporate existing programs, and identify new opportunities. Work with the Board of Directors to cultivate individual donors and seek philanthropic, corporate or governmental funders through grants and developing a donor prospect list
- **Membership.** Develop and administer effective membership recruitment and development program. Write, develop, and produce materials such as articles for membership newsletters, and website membership materials
- **Financial Oversight and Planning.** Responsible for financial management of GCFS, including:
 - Work with the Board of Directors to develop and implement an annual budget
 - Work with accountant in tax reporting, audits, bookkeeping and accounting procedures.
 - Ensure adequacy of funds to permit GCFS to carry out its work within budget guidelines
- **Partnerships.** Develop and maintain good relationships with BLM, NPS, other federal agencies and governmental support organizations (field schools), national and local conservation organizations.

- **Outreach.** Publicize GCFS, its programs and goals. Develop and update materials for website and Facebook, write newsletter, press releases, correspond with news media. Represent the programs and point of view of GCFS to agencies, organizations and the general public.

- **Desired Qualifications include:**

- Confident self-starter with good oral and written communication skills
- Bachelor's degree (minimum)
- Proficiency in computer and organizational skills, adaptability, problem solving, negotiating, attention to details, and ability to manage multiple priorities
- Experience in related position with responsibility for development of a nonprofit organization including fundraising, campaigns, grants and outreach
- Significant experience in working directly with a Board of Directors and government officials
- Prior work with a public lands or environmental organization is desirable.
- Experience in education is desirable. Commitment to outdoor education and national public lands is critical.
- Experience organizing and managing events.
- Enthusiasm for and confidence in representing GCFS as a partner to our public lands.
- Ability to thrive in a fast paced, dynamic, and growing start-up environment, including occasional long hours and travel.

Work Location: This position can be based out of a virtual office in your home. Physical location in Northern Arizona/Southern Utah (Colorado Plateau area) facilitates ease of performing job duties.

Compensation: \$24,000 base plus substantial incentive pay

Starting Date: Review of applications will begin in February 2010 and will remain open until filled.

To apply: Send cover letter, resume and three professional references to:

Board Chair
Grand Circle Field School
7728 Cedar Canyon Court NE
Albuquerque, New Mexico 87122
Or email information to grandcirclefield@aol.com