

Executive Director Position: Earth Discovery Institute

About the Organization

Mission Statement: *The mission of the Earth Discovery Institute is to foster environmental stewardship through innovative and effective outdoor education and to advance community outreach programs that are directly integrated with ecological conservation.*

Incorporated in 2008, the Earth Discovery Institute (EDI) is a 501(c)(3) nonprofit environmental outreach and education organization located in southeast San Diego County. www.earthdiscovery.org

EDI focuses on engaging elementary-aged children and community volunteers to advance a deep, intuitive, and science-based understanding of the natural world. EDI's environmental arena of southeast San Diego County's watersheds and upland foothills includes chaparral, coastal sage scrub, native grassland, oak woodland and riparian habitats. San Diego is recognized as a biodiversity hotspot, and the lands EDI supports host dozens of rare and endangered species. EDI works closely with state and federal wildlife agencies, scientists, and other environmental organizations to implement rewarding education and stewardship opportunities. Students gain not only a meaningful "hands on" understanding of science and biology but also cross-curricular experiences in math, art, and the humanities.

EDI's programs support students who come largely from communities that include low-income Title I schools and immigrant populations. This focus creates a powerful opportunity to introduce often overlooked youth to the natural world while advancing conservation, citizen science, and healthy communities.

The Opportunity

The Earth Discovery Institute is currently seeking a dynamic Executive Director who can strengthen, develop, and build upon the organization's history to take the organization to the next level.

The Executive Director is responsible for leading the administration, programs, staff, and strategic plan of the organization. Key duties of the Executive Director include fundraising, marketing, and participating with staff and board members in outreach to local communities and partners. The Executive Director reports directly to the Board of Directors.

General Responsibilities:

- 1) **Governance:** Works with Board of Directors in order to fulfill the organization's mission.
 - Leads Earth Discovery Institute in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary (budget reports, fundraising updates, program and grant updates, etc.) for the Board to function properly and to make informed decisions.

- 2) **Financial Performance and Viability:** In collaboration with the Board of Directors, ensures accurate accounting of funds and development of resources sufficient to ensure the financial health of the organization. Develops and manages fundraising initiatives, annual budget, bi-monthly financials, grants, contracts, and reporting.
- Promotes **Fiscal Integrity** by submitting to the Board a proposed annual budget and financial statements that accurately reflect the financial condition of the organization.
 - Practices **Fiscal Management** that anticipates operation within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
 - Conducts **Fundraising** and develops other resources necessary to support Earth Discovery Institute's mission.
 - Manages **Grants** by communicating with grantors and ensuring that the organization fulfills its grant obligations and submits required documentation including receipts and reports in the specified time frame.
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through program development, strategic planning, and outreach.
- 4) **Organization Operations:** Supervises development and use of human and financial resources to ensure that the operations of the organization are appropriate, timely, and effective. Executes all notes, agreements, grants, and other instruments made and entered into and on behalf of the organization.

Candidate Profile:

Earth Discovery Institute's Executive Director will be a knowledgeable, collaborative, and action-oriented person with a compelling presence and exceptional relationship-building skills. The ideal candidate will have significant demonstrated experience in fundraising, networking, and management within the nonprofit community.

While no one candidate will possess every quality outlined for this position, the successful candidate will have many of the following professional qualifications and personal attributes:

- A personal passion for the environment and outdoor, science-based education and outreach
- Undergraduate degree required; advanced degree in a relevant field preferred
- Three or more years senior nonprofit management experience
- Demonstrated, hands-on financial management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities, including planning, delegating, program and staff development, and task accomplishment

- Ability to convey a vision of EDI's strategic future to staff, board, volunteers, and donors
- Knowledge and demonstrated success of fundraising strategies and donor relations unique to the nonprofit sector
- Ability to collaborate with partner organizations and motivate staff, board members, and other volunteers
- Persuasive written and oral communication skills.

Job Duties:

- 1) Plan and manage the annual budget.
- 2) Strengthen administrative policies and procedures for all functions and daily operations of the nonprofit.
- 3) Serve as Earth Discovery Institute's primary spokesperson to organization constituents/partners, the media, and the general public.
- 4) Develop and secure support from funders, including major donor cultivation, corporate matching gifts, and cause marketing campaigns.
- 5) Establish and maintain relationships with partner agencies and utilize those relationships to build capacity and serve Earth Discovery Institute's Mission.
- 6) Report to and work closely with the Board of Directors in program decisions, fundraising, communications, and to strengthen the organization.
- 7) Supervise and collaborate with organization staff on new and existing grants and contracts.
- 8) Lead strategic planning and implementation, support organization and committee meetings, and supervise marketing and other communication efforts.
- 9) Develop, review, and approve grants/contracts for services.
- 10) Perform other duties as assigned by the Board of Directors.

Job Type: Full-time

Salary: \$65,000 - \$75,000/year, commensurate with experience and other qualifications. A two-year salary commitment will be considered by the board.

CONTACT

To apply, please submit a cover letter and thorough resume to: info@earthdiscovery.org. All inquiries and discussions will be considered strictly confidential.

Earth Discovery Institute is an equal opportunity employer and values diversity. All employment decisions are decided on the basis of qualifications, merit and the needs of the organization.

