



***Volcan Mountain Foundation***

PO Box 1625

Julian, CA 92036

**www.volcanmt.org**

501(c)3/TIN: 33-0329894

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

### **Personal Qualities and Abilities**

- Passionate about conservation of the natural world and advancing the mission of VMF.
- Leadership (goal oriented, strong work ethic, prioritizes efficiently)
- Analytical and strategic planning skills
- Management skills and experience
- Interpersonal skills (consensus builder, relates well to a plethora of personalities, driven by goals not ego, social/emotional intelligence)
- Technical skills (Microsoft Office and Access, QuickBooks, website management, social media)
- Exemplary communication skills (public speaking, board presentations, publish articles, board development)

### **Responsibilities**

- Direct the day to day operations of the organization (nonprofit governance, board communications, bylaws, policies, reports, budget development and management, adhering to government reporting requirements, office management)
- Manage staff (Engagement Coordinator 1FTE, Education Coordinator .5 FTE, Facilities Maintenance Aide .20 FTE), activities, payroll.
- Fundraising (donor relationship building, event planning, manage special giving programs, grant writing)
- Collaborating with, and participating in the, broader conservation community of San Diego County and beyond. Have a working knowledge of the land conservation and management community.
- Strategic planning (work with board chair and committee chairs to identify and achieve annual and long term goals to advance the organization's mission).

### **Education and Experience**

- A mix of education and experience to be able to excel at responsibilities outlined above

### **Compensation**

- Negotiable salary in line with a small, rural non-profit
- Defined contribution towards health care plan