



## GREATER FARALLONES ASSOCIATION

### **Greater Farallones Association Executive Director Job Description Location: The Presidio, San Francisco**

#### **About the Greater Farallones Association**

The Greater Farallones Association (GFA) envisions a population committed to stewardship of the ocean's resources. We focus this vision on the Greater Farallones National Marine Sanctuary (The Sanctuary), the ocean at our own shore. To attain this vision, the Greater Farallones Association works in partnership with and on behalf of The Sanctuary to preserve, monitor, research, educate about and enhance this invaluable marine resource. The Greater Farallones Association protects the wildlife and habitats of the Greater Farallones National Marine Sanctuary, a 3,295-square mile area of federally protected ocean and coastal waters, bays, and estuaries along the northern and Central California coast, including 1,400 square miles in the northern region of the Monterey Bay National Marine Sanctuary from Rocky Point, Marin County to Santa Cruz. While federal law protects Sanctuary waters, federal funding to study its health and inhabitants and inspire a diverse community of active ocean stewards, is limited. As the non-profit partner of The Sanctuary, GFA takes a multi-pronged approach to combat threats to our precious coastal habitats and marine life by raising funds to support scientific research, community-based conservation, and environmental education carried out in partnership with nearly 14,000 adults and youths annually throughout the nine counties associated with the Marine Sanctuary.

*\*For more GFA impact details please visit: (<http://farallones.org/>)*

#### **Position Summary**

Reporting to the Board of Directors and working in partnership with the Superintendent of the Greater Farallones National Marine Sanctuary (Sanctuary), the Executive Director of the Greater Farallones Association (GFA), an independent, 501(c)3 nonprofit, leads all managerial, operational and financial aspects of the GFA. Overall responsibilities include maximizing earned and contributed revenue, cultivating community relationships, and working closely with the Board of Directors to ensure the continued success of GFA.

## **Key Responsibilities of the Executive Director**

### **Leadership**

- Work with the Board of Directors and Superintendent of the Sanctuary to develop and execute the long-term strategy of GFA.
- Assume primary responsibility for carrying out the strategic plan of the organization including leading it to growth in programs, increasing support of the Sanctuary mission and improving/expanding visibility and awareness throughout the community.
- Develop and lead the organizational plan including appropriate long-term budgeting, financing, staff recruitment and development required for success of the strategic plan.
- Collaborate effectively with the Superintendent of Sanctuary. Understand Sanctuary objectives, government operations, and the GFA's role in supporting the Sanctuary.

### **Fundraising and Development**

- Lead fundraising effort for an annual budget of approximately \$1.8M budget.
- Supervise fundraising team including Development Manager and board fundraising committee.
- Oversight of government and private grants - familiarity with federal and state government funding and contracts is a plus.
- Build opportunities to engage new members and sustain existing membership.
- Lead expansion of contracting revenue and sources of earned income.
- Represent the GFA at conferences, fundraising events and community meetings.

### **Financial Management**

- Maintain best business practices and fiscal accountability, ensuring financial records are accurate, timely, accountable and transparent.
- Supervise financial and administration manager whose responsibilities include human resources.
- Oversee program and project budgets and manage resources within budget guidelines.

### **Staff Management**

- Manage the organization's staff with four direct reports and approximately 15 employees.
- Lead regular staff meetings and facilitate understanding and communication of board priorities and plans.
- Create and sustain a positive and productive work environment that attracts, retains, and motivates a diverse staff of quality people committed to the preservation of the Sanctuary and mission of the GFA.

### **Community and Public Relations**

- Serve as the primary spokesperson to the media and in the community; directing Communications staff and public relations activities using appropriate publication and media outlets.
- Responsible for effectively utilizing the latest communication technology, including social media, to articulate the GFA's activities and mission.

### **Government Relations**

- Support and communicate the needs and mission of the Sanctuary to federal, state and local agencies.
- Requires a clear understanding of the difference between an advocacy organization and a cooperating association partnership and coordination with board when communicating with members of Congress or other important governmental representatives.

### **Qualities**

- Understands and is in alignment with the mission of the GFA and has adequate understanding and respect for the science related to this mission.
- Works well in a partnership capacity with various types of government agencies, non-profit organizations, and community leaders.
- Ability to work with and coordinate with other similar environmental organizations. This is a unique opportunity for a leader who understands the power of collaboration in increasing the ability of an organization to deliver its mission.

### **Qualifications**

- At least five years of experience in a leadership role in a nonprofit.
- Bachelor's degree from an accredited four-year college or university; Masters and/or MBA or equivalent experience. Science/environmental knowledge or background preferred.
- Excellent people leadership, management, and team building skills.
- Excellent communication and interpersonal skills.
- Effective at working with others to reach common goals and objectives.
- Demonstrated efficacy on a strategic level as well as an operational level.
- Experience working with governmental agencies at federal, state, local levels.
- Ability to manage Board relationships and work closely with Board committees and outside professionals as required.
- Deep motivation, driven by the mission of the organization.
- Ability to work weekends, holidays, and some evenings, as required.

### **To be considered as an applicant**

- Please apply using the following URL: [cvnl.org/recruit](http://cvnl.org/recruit)
- No phone calls please.

\*Applicants without a cover letter will not be considered; documents must be submitted online.

***\*Submission of your application is not an offer of employment or an employment contract.***

### **Equal Employment Opportunity**

Greater Farallones Association provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breastfeeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Greater Farallones Association provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.