Mission Statement of Santa Barbara Audubon Society: *The mission of the Santa Barbara Audubon Society is to help conserve and restore the earth’s natural ecosystems and improve its biological diversity, principally in the Santa Barbara area, and to connect people with birds and nature through education, science-based projects, and advocacy.*

**Position:** Executive Director, Santa Barbara Audubon Society

**Description:** The Executive Director (ED) is a part-time employee of the Santa Barbara Audubon Society (SBAS), the local chapter of the National Audubon Society. The ED works with the SBAS Board of Directors to carry out its mission, policies, and programs and serves as one of the key public faces of Audubon in the community. The ED reports to the SBAS President. The precise work schedule is variable and entails attendance at some evening or weekend events or meetings. The work environment is comprised of: home office, meetings, and public settings. This is a salaried, at-will position expected to require an average of 20 hours per week. Compensation commensurate with experience.

**Qualifications:**

**Education:** Bachelor’s degree or equivalent education and experience required.

**Experience:** Leadership experience in a mission-driven, nonprofit 501(c)(3) organization. Experience working with a governing board that sets policy and goals. Supervisory experience. Experience organizing volunteers. Experience in marketing and fundraising, including grant writing.

**Knowledge/Skills:** Knowledge of the non-profit sector, especially in the Santa Barbara area. Understanding of non-profit accounting and insurance needs. Proficiency with MS Office suite and QuickBooks.

**Personal Characteristics:** Energetic, self-motivated, and well organized. Strong environmental ethic. Strong written, verbal, presentation and public speaking skills. Ability to interact collaboratively and productively with people. Ability to work independently within a governing board framework, work within a budget, meet deadlines, and delegate work as necessary. Appreciation of the SBAS mission and its main thrusts: education about birds and conservation of their habitat, with emphasis on the Santa Barbara area.

**Duties:**

1. With the Board, carries out policies, strategies, goals, and community outreach that promote the work of the Chapter and make SBAS mission and programs better known in Santa Barbara.

2. Works to strengthen the Chapter’s financial base: through marketing and fundraising, broadens outreach, increases annual revenue, helps build the endowment, and maintains positive relations with donors, funders, volunteers, and the membership.

3. Supervises the work of the Eyes in the Sky (SBAS educational outreach program) Director and other employees and independent contractors who work for the Chapter.
4. Assists in recruiting new Board members, Chapter members, and volunteers.

5. Maintains a yearly calendar of grant opportunities and deadlines. Researches new funding sources. Writes and administers grants.

6. Serves on the Finance Committee of the Board and provides input into the creation of the Chapter’s annual budget; with Treasurer, monitors revenue and expenses throughout the year; assists with annual financial reporting and tax filings.

7. Attends and reports out at monthly Board meetings and evening programs, the annual Board retreat and membership meeting, and committee meetings as needed.

8. As needed, attends and provides public comments on behalf of SBAS at local government meetings; transmits SBAS Board- or committee-generated written correspondence to local government officials and other agencies or organizational entities.

9. Oversees administrative (supplies, incoming mail) and scheduling (annual events/activities calendar) activities and communications capabilities necessary for the efficiency of SBAS operations.

10. Compiles and submits annually required data and reports to the National Audubon Society.

11. Coordinates and advises on Chapter insurance matters; obtains permits and special insurance as needed for events such as the Christmas Bird Count dinner, Winter Bird Count for Kids, and Earth Day.

12. Performs other essential duties that may be assigned consistent with the general scope of the position.

APPLICATION INSTRUCTIONS: Send resume, cover letter, and salary requirements to President@SantaBarbaraAudubon.org  No phone calls, please.

TARGET START DATE: June 17, 2019