



Job Title: Executive Director  
Supervisor: ERC Board of Directors  
Date: July 18, 2019  
Available: Immediately until filled

#### Organization Description

Established in 1993, the Environmental Resource Center (ERC) is a small, community-based nonprofit working to provide environmental education and inspire action to cultivate a healthy environment in the Wood River Valley of South Central Idaho. Its environmental education programs reach people of all ages and provide individuals with opportunities to gain the knowledge, tools, and confidence needed to become stewards and leaders. Its community initiatives work to reduce waste and toxins, ensuring healthy soils and water, while galvanizing the community to protect our natural resources.

#### Summary of Position

The Executive Director is strategically and operationally responsible for staff and programs, leads all fundraising efforts, follows direction and guidance from the ERC board, and ensure the execution the organization's mission.

This is a full-time, exempt position (40hrs/week). Salary range is \$50,000-\$55,000, depending on experience. It includes monthly HSA contributions and a monthly phone stipend. The position also includes generous paid time off of 19 days/year (not including federal holidays).

#### Scope of Responsibility

- Administrative and Financial Duties (30% of time)
  - Actively engages, inspires, and energizes volunteers, board, staff, partners, funders, and constituents
    - Develops, maintains, and supports a strong board
    - Leads strategic planning efforts and seeks opportunities to build board involvement, which ensures fulfillment of ongoing and anticipated operations
    - Hires, leads, develops, and retains competent, qualified staff
  - Protects financial integrity of the ERC
    - Develops an annual budget that secures the most effective and efficient use of resources
    - Provides monthly financial statements to the board, which accurately demonstrate the financial condition of the organization
- Fundraising Duties (40% of time)
  - Leads and grows fundraising efforts necessary to support program operations and expansion
    - Responsible for all revenue generating and fundraising opportunities (e.g. written appeals, grants, programs, and events)

- Identifies, cultivates, solicits, and stewards major gifts and relationships with foundations, local governments, businesses, and individuals
- Oversees donor database and ensures best practices
- Program, Marketing, and Communication Duties (30% of time)
  - Ensures ongoing programmatic excellence, regular evaluation, and alignment with ERC mission
    - Implements existing programs while developing goals for expanding key initiatives
    - Builds ERC reputation by being active and visible in the community and working collaboratively with other nonprofit, civic, and private organizations
    - Fosters relationships with constituents and partners while forging new strategic relationships
    - Oversees, deepens, and refines all aspects of communications - from web presence to external relations with the press and media to internal relations with funders and constituents - with the goal of creating stronger messaging and a stronger brand
    - Uses skills, drive, passion and experience to create new program and fundraising opportunities

Work is performed primarily in an office environment using a laptop computer. Work requires, on occasion, moderate physical effort including but not limited to: lifting 30-40 lbs, climbing/descending steps, working outdoors with the possibility of inclement weather. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

#### Requirements

- Minimum 3 years of experience in a senior leadership role. Previous experience working in a nonprofit and with a volunteer board of directors is strongly preferred.
- Demonstrated and successful fundraising experience is required, including grant writing. Familiarity with Idaho and the Wood River's environmental issues and philanthropic network is a plus.
- Knowledge, experience, and a passion for environmental science and/or education is important.
- Experience working with E-Tapestry or other donor databases and/or a strong interest in learning how to most effectively utilize it.
- Ability to use current computer technologies, including Microsoft Office, Word Press, Gmail, Constant Contact, and social media platforms.
- Excellent written and verbal communication skills, with experience and comfort in public speaking.
- Ability to handle pressure in a professional manner and manage multiple projects/deadlines efficiently.
- Ability to work in a dynamic, team-oriented work environment that, at times, demands flexibility, and requires clear communication and immediate resolution of conflict.
- Willingness to conduct programs and lead groups in outdoor settings for several hours and in inclement weather, as well as work some weekends and odd hours to fulfill job requirements, particularly during high season.
- Passion for the mission and goals of the ERC and a personal commitment to environmentally-friendly actions.

The Environmental Resource Center is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

To Apply:

Please send a cover letter and resume and three references to:

Kingsley Murphy

ERC Board Chair

[nakllc@yahoo.com](mailto:nakllc@yahoo.com)