



Friends of Sausal Creek

PROMOTING WATERSHED AWARENESS

Job Announcement: Executive Director

The Friends of Sausal Creek (FOSC) seeks an enthusiastic and experienced professional to provide organizational leadership, perform day-to-day administration, supervise staff, and manage projects. The executive director embodies transparency and integrity in representing the organization to funders, donors, volunteers, government agencies, other community organizations, and the general public. The right candidate is versatile, flexible, highly organized, enjoys working independently with little direct supervision, and is detail oriented with excellent communication, interpersonal, and project management skills. Experience in nonprofit management or administration preferred.

Friends of Sausal Creek (FOSC) has been one of the Bay Area's premier environmental restoration and oversight organizations for over 20 years. We are a volunteer-based, nonprofit, community organization dedicated to promoting awareness, appreciation, and stewardship of Oakland's Sausal Creek Watershed. In addition to hands-on habitat restoration work, we offer K-12 environmental education programs, engage thousands of volunteers in local environmental stewardship, and collaborate with agencies and other nonprofits on larger projects to enhance and protect the local ecosystem.

Responsibilities include:

Fundraising (15%)

- Lead fundraising efforts, including grant writing and donor appeals:
 - Publish and mail semi-annual appeal letters and track results
 - Apply for grants and contracts
- Maintain Salesforce database of funders and donors
- Cultivate/maintain partnerships with grantors, major donors, and other stakeholders

Financial Management (5%)

- Work with the board of directors to manage FOSC's budget and financial records, including projecting expected cash flow and monitoring use of funds
- Sign grant agreements and contracts and approve expenditures within the authority delegated by the board
- Ensure that sound bookkeeping and accounting procedures are followed
- Handle invoicing and reporting to funders, ensuring accuracy, integrity, and timeliness; work with tax preparer on 990 tax filing

Support Board of Directors and Other Administrative Tasks (5%)

- Prepare for, attend, and support board meetings and steering committee meetings, including the development of agendas, financial reports, and other program data
- Identify, assess, and inform the board of directors of internal and external issues that affect the organization
- Lead board development and recruitment
- Draft new policies when necessary for the approval of the board and prepare procedures to implement them; review existing policies annually and recommend changes as appropriate
- Work with the board to:
 - implement human resources policies, procedures, and practices
 - develop and oversee implementation of strategic plan
 - foster effective teamwork between board members, staff, and volunteers

- determine staffing requirements and play leading role in hiring, training, and staff reviews
- determine and monitor fundraising goals, plans, and procedures
- Ensure that physical and digital files are securely stored and privacy/confidentiality is maintained, including serving as Custodian of Records as outlined by California Department of Justice (requires background check)
- Respond to all telephone calls, emails, and requests for information
- Oversee database entry
- Oversee coordination of FOSC committees; participate on the endowment and steering committees; participate in other committee meetings as needed

Program Related Responsibilities (75%)

- Support restoration, plant nursery, environmental education, and community outreach projects as needed, including large annual workdays
- Support outreach efforts, including interfacing with volunteers, writing occasional articles for local papers, publishing monthly email newsletter, and maintaining content on website
- Oversee coordination of bimonthly FOSC member meetings
- Oversee reporting for programs and projects funded by grants and contracts

Professional Qualifications:

- Related bachelor's degree
- Experience in initiating, planning, implementing, managing, and evaluating projects and programs
- Demonstrated ability to oversee and collaborate with staff
- Solid, hands-on financial management skills, including budget preparation, data analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Experience in strategic planning and communicating organization's vision
- Experience with nonprofit fundraising strategies, activities, and donor relations
- Grant writing and reporting experience
- Demonstrated leadership skills that foster collaboration and inspire participation
- Strong written and oral communication skills and public speaking experience
- Ability to use word processing, spreadsheet, and database software; Salesforce experience is preferred

Preferred Abilities and Qualifications:

- Experience in managing a community-based volunteer organization
- Ability to interface and engage diverse volunteer and donor groups
- Experience with desktop publishing and webpage design

Terms

This position is 35-40 hours a week with a somewhat flexible schedule. Salary is \$47,500-\$52,000 depending on experience. Applicant should be able to work independently from home as we have no central office. Applicant will be responsible for his/her own transportation, including transporting materials as needed. Applicant should be prepared to attend/participate in occasional evening meetings and work occasionally on weekends. Workers' Compensation Insurance is provided. One hour of paid sick leave is accrued for every 30 hours worked. The employee earns one week of paid personal time off each year. Successful completion of a background check and proof of personal auto insurance are required.

Selection Process

Interviews will begin in March. Position open until filled. To apply, please email a resume, thoughtful cover letter, and three professional references, including contact information, to EDjob@sausalcreek.org. All documents must be submitted in pdf format.