



## **Opening for Executive Director**

### **Siskiyou Field Institute Executive Director Position – Illinois Valley, Selma, Oregon**

#### **About SFI:**

Siskiyou Field Institute (SFI) delivers outdoor science and natural history educational programs to adults and youth. SFI's Deer Creek Center (DCC) houses our administrative offices and educational and research facilities on 850 acres in one of the most bio-diverse regions in North America. Our main programs can be categorized as 1) Youth "outdoor school for all" incorporating science, math, and arts curriculum. 2) Adult experiential outdoor science and natural history education. 3) Hosting the community, academic researchers and professionals through facility rentals and lodging. 4) Management, maintenance and restoration of DCC facilities and grounds. View our website ([thesfi.org](http://thesfi.org)) to learn more about SFI.

The Executive Director is the key management leader of Siskiyou Field Institute. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

#### **General Responsibilities:**

- 1.) Board Governance: Works with board in order to fulfill the organization's mission.
  - Responsible for leading SFI in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  
- 2.) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of SFI, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operation within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Research and acquire grants for all aspects of operations on a timely basis.
  - Oversee and implement grant reporting processes to meet all deadlines.
  - Responsible for fundraising and developing other resources necessary to support SFI's mission.

- 3.) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of SFI's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that SFI can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of SFI's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
  - Support Youth Education Coordinator (YEP) and the Adult Program Coordinator in expanding and developing programs to their full potential.
  - Develop and oversee marketing and communication planning and efforts to increase reputation, recognition and credibility in the community and state.
  - Negotiate partnerships with higher educational institutions to secure opportunities for science research and development into our curriculum.
  - Collaborate with community nonprofits and government agencies to develop restorative plans for continued compliance with Oregon Watershed Enhancement Board (OWEB) Conservation Easement Conditions.
- 4.) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for effective administration of SFI's operations – Oversee day-to-day operations.
  - Establish employment and administrative procedures and policies for day-to-day operations.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
  - Develop, evaluate and clarify the organization vision with SFI Staff and Board Members.
  - Design an overall fundraising plan with a timeline, including special events, membership drive, and major donor and corporate sponsorships.
  - Produce Profit & Loss and Cash Flow reports on a monthly basis for financial reporting, board and committee meetings.
  - Communicate with staff on all aspects of operations and procedures on a timely basis.
  - Further develop all streams of revenue including lodging and event services at DCC.

### **Professional Qualifications:**

- Masters (preferred) or bachelor's degree in a field related to SFI mission and programs.
- Transparent and high integrity leadership.
- Minimum of three years successful experience managing/supervising a similar organization or program.
- Experience with educational environments and field-based natural history.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Ability to engage the public and gain support.
- Ability to convey a vision of SFI's strategic future.
- Knowledge of fundraising strategies and donor relations unique to nonprofits.
- Skills to collaborate with and motivate board members and other volunteers.

- Strong written and oral communication skills.
- Ability to identify, interface with and engage diverse volunteer and donor groups.
- Demonstrated ability to manage staff in a collaborative and supportive manner.
- Strong public speaking and presentation ability.
- Commitment to developing and directing an evolving nonprofit organization.

**Compensation and Hours:**

- Salary is commensurate with experience and other qualifications.
- Standard benefits apply.
- This is a full-time position.

**Closing Date:** Please have applications to us by September 30, 2018. Candidate applications will be evaluated by the hiring committee after October 1, 2018 and interviews may proceed shortly thereafter.

**To Apply:** Email a cover letter with your resume, along with a portfolio (up to four documents) of relevant work experience. Email to [office@thesfi.org](mailto:office@thesfi.org) to be considered for this position.