

FLORIDA WILDLIFE CORRIDOR

POSITION DESCRIPTION

TITLE: Executive Director

WAGE CATEGORY: Salary, Full Time with flexible hours

REPORTS TO: Board of Directors

LOCATION: Tampa Bay, Florida

ANTICIPATED START DATE: November 2018

JOB SUMMARY: Reporting to the Board of Directors the Executive Director (Director) will spearhead development efforts and provide strategic leadership for the growing Florida Wildlife Corridor organization (FLWC). The Director will lead the organization in reaching strategic plan goals to connect citizens to wild Florida, advance conservation of wild Florida, and strengthen the organization through donor capacity. S/he serves as the primary spokesperson to internal and external audiences (including staff, volunteers, the Board of Directors, donors, government agencies and officials, partner organizations, landowners, community leaders and other partners) and cultivates those audiences to support and promote the Florida Wildlife Corridor's ambitious statewide vision of *connecting to keep Florida wild*.

ABOUT FLORIDA WILDLIFE CORRIDOR: The Florida Wildlife Corridor organization's vision is a permanently protected, statewide network of connected lands and waters that supports wildlife and people across Florida. Through storytelling and advocacy, the organization showcases the need to protect the missing links in the Corridor, preserve Florida's waters, and sustain working lands and rural economies from the Everglades to Georgia and Alabama. A dedicated statewide Corridor will benefit wildlife, watersheds and people for generations to come. To learn more about the Corridor, the organization, the Expeditions and the communications products that result, visit floridawildlifecorridor.org.

JOB RESPONSIBILITIES:

- Participate with and provide strategic leadership to the Board to implement the strategic plan, which will inspire greater stakeholder, partner, and donor engagement, enabling the organization to demonstrate and achieve mission progress.
- Identify, develop and maintain relationships with major donors.
- Secure financial support from individuals, foundations and corporations and track and report progress.
- Develop and execute an annual fundraising plan.

- Complete the implementation of Neon CRM; perform data entry and oversee gift processing
- Be an engaged thought-leader in natural resource management policies and conservation practices that add value to the Corridor
- Develop policy recommendations for Corridor conservation in collaboration with partners and advocate for those positions to decision-makers
- Cultivate and engage key stakeholder support for conservation of the Corridor
- Use storytelling to raise awareness about the Corridor, producing short films and other multi-media pieces about the Corridor.
- Help organize annual Expedition, related events, and other special events.
- Maintain strong online and social media presence.
- Represent FWC in donor meetings, in public forums, political leaders, and through all varieties of media outlets.
- Responsible for non-profit administration, including oversight of outside accountant, preparation and management of budgets, annual reports, and IRS filings.
- Prepare and staff quarterly board meetings and monthly committee meetings.
- Develop relationships with Directors and advisors and foster board development.
- Supervise staff or volunteers including program manager; seek admin assistance.
- Perform other duties as assigned by Board.

JOB REQUIREMENTS:

A proven leader who excels in fundraising, program management, strategic direction, and working collaboratively with a non-profit board is essential. Knowledge of conservation issues in Florida and Florida's nature and culture is a plus, but not essential.

MINIMUM QUALIFICATIONS:

- Masters degree in business, public policy, environmental science or related field preferred
- Demonstrated success leading an issue-based program or campaign
- Proven, strong fundraising abilities and budget management skills
- Demonstrated ability to manage stakeholder, partner, and donor relationships
- At least 3 years of experience in conservation
- Excellent communication and organizational skills; ability to work independently on a daily basis
- Demonstrated acumen in public speaking
- Working knowledge of donor databases

COMPENSATION: Salary is commensurate with experience.

TO APPLY: Email resume and supporting materials to floridawildlifecorridor@gmail.com.
Deadline October 31, 2018.

Florida Wildlife Corridor is an Equal Opportunity Employer.