

EXECUTIVE DIRECTOR POSITION DESCRIPTION

This position is a full-time professional salaried position with the Detroit Audubon.

Skills and Qualifications:

- Degree in Finance, Accounting or Management preferred.
- Two to five years of demonstrated successful experience in grant-writing, fund-raising, marketing, and publicity.
- Five or more years of management or supervisory experience.
- Experience in developing and implementing strategic plans strongly preferred.
- Business administration experience, degree or coursework a plus.
- Excellent oral and written communication skills.
- Demonstrated ability to work collaboratively with program staff to develop grants and other fund-raising strategies.
- Good computer skills, competent with MS Office Suite & Internet.
- Experience with hiring and supervising staff.
- Customer Relationship Management experience a plus.
- Experience in publicity and press relations a plus.
- Must be a self-starter, organized, a networker, and a relationship-builder.
- Experience recruiting and working with board members, staff, and volunteers.
- Professional and service oriented.

Supervisory Controls:

- Hired and supervised by the Detroit Audubon Board of Directors

General Responsibilities:

- Oversees the administration, programs, strategic plan and day-to-day operation of the organization to achieve mission, goals, and objectives.
- Other key duties include fundraising, marketing, and community outreach.
- Works with staff to develop yearly work-plan based on the strategic plan and other goals set by the board.
- Hire, supervise, and evaluate all Detroit Audubon staff.
- Develop resources sufficient to ensure the financial health of the organization.
- Serve as chief spokesman for the organization.
- Promote organization with public, government agencies and officials, foundations, major donors, and other environmental and community groups.
- Fosters partnerships to achieve mission.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Responsible for maintaining fiscal health of the organization.
- Oversees and reports on the organizations results for Finance Committee, Executive Committee and Board of Directors.
- Responsible for setting day-to-day policies for organizational operation.

- Responsible for overseeing and engaging in major fund-raising and one or more membership appeals with donors and foundations each year.
- Serves on, represents or ensures that Detroit Audubon is represented and maintains channels of communication with major local coalitions and planning agencies.
- Empowers and helps train and equip staff and committee chairs with skills to do their jobs or makes those opportunities available.
- Recruits and works collaboratively with new board members, committee chairs, and committee members.
- Along with staff recruits volunteers, interns, and field trip leaders.
- Reports, communicates and consults with board and executive committee.
- Ensure the organization produces required deliverables on grants, nurtures partnerships, and volunteers.
- Chief liaison with National and Michigan Audubon, and other major partners (or delegates duty as necessary).
- Hires and oversees work of consultants such as the bookkeeper, fund-raising consultant etc.

Schedule: Monday-Friday, but a fair amount of evening and weekend work will be required.

Conditions: The position is full-time salaried with benefits.

Location: Our office is in Detroit near Wayne State University but a fair amount of travel will be involved, locally for the most part. The incumbent will need to use their personal vehicle but mileage will be paid for travel that is part of the job.

Compensation: The starting salary for this position is \$54,000/ year but is expected to grow as the organization grows under the ED's direction.

Position Open Until Filled

To apply: Send cover letter, resume, and three letters of reference to edapps@detroitaudubon.org. Applications will continue to be accepted until the position is filled.