

NNREC Executive Director Position Description

The purpose of the Executive Director position is to provide a stable point of contact and level of activity to further the mission of the Nevada Natural Resource Education Council (NNREC) and to contribute significantly to leadership of the field of environmental education in the state of Nevada. The position will be exempt, will report to the Board of Directors, and employment will be at-will. The Executive Director will be evaluated annually by the Board of Directors, based on compliance with all Executive Limitation policies established by the Board and accomplishment of the mission of the organization as expressed in the Annual Action Plan. Retention and compensation will be based entirely on this evaluation.

The position will start when sufficient funding is in place for a half-time position, and will be an independent contractor. The incumbent will raise additional funds toward a full-time position, and the position will become an employee when funding is secure for a full-time position. Funding levels are estimated to be \$25,000 for half-time and \$50,000 for full time.

Responsibilities

Fundraising and Administration

1. To devote about 20% of time to identifying and obtaining funding from a diversity of sources (government, foundation, membership, donations, etc.) to cover the Executive Director position and activities of the organization defined by the Board of Directors in the Strategic Plan and Annual Action Plan.
2. To administer all grants obtained, including monitoring compliance with grant restrictions, and periodic or end-of-grant reporting.
3. To ensure compliance with all applicable federal and state laws, and financial best practices for nonprofit organizations, and to proactively manage risks.
4. To maintain a donor database and ensure frequent contact with donors.
5. To create a yearly budget for adoption by the board, to track financial data throughout the the year, and to report on organization finances at every board meeting.
6. To handle registration for NNREC workshops and conferences.

Communication

7. To maintain and enhance the organization web site with information of interest to members and the environmental education community.
8. To produce newsletters no less than four times per year and to distribute these to members and the environmental education community as by email, web site posting, or mail.
9. To present to agencies, organizations, schools, businesses and others information on NNREC, its mission, and activities.
10. To maintain a membership database, to ensure frequent contact with members, and to retain and increase members.

Leadership

11. To participate in the activities of partner entities, including but not limited to workshops, field trips, membership meetings, and board meetings; to actively solicit participation by these same partners in NNREC events; and to continually work to identify partnership opportunities.
12. To actively participate as a leader of the environmental education field within Nevada.
13. To specifically reach out to under-served geographies (e.g. rural areas) and populations (e.g. English language learners) by inviting participation in NNREC activities and by participation in their activities.
14. To create annual action plans for adoption by the board, and to create annual reports on the activities and accomplishments of the organization; to create an annual work plan for the ED

which identifies which elements of the action plan will be completed by the ED in whole or part.
15. To attend all regularly scheduled Board of Directors meetings and the annual conference.

Qualifications

1. B.S. or B.A. degree, or equivalent experience or training.
2. One year of experience in direct environmental education or education service such as teaching or non-formal education.
3. Two years of additional experience in organizing or supervising environmental education or education.
4. Six months of experience working or volunteering for a nonprofit organization in a leadership role.
5. Experience with budgeting and record keeping for a project, organization, agency, school or business.
6. A high level of interpersonal and communication skills necessary for telephone use and the presentation of information to others in a variety of settings including public speaking. The ability to listen effectively to partners with whom we work, and to people who do not (yet) support the mission of NNREC, including those who are opposed to or devalue environmental education for political reasons.
7. Proficiency in creating documents, newsletters, spreadsheets, databases and web pages.
8. Ability to work effectively and meet deadlines, with only occasional supervision from the Board of Directors, and without support staff.

Salary

The salary range for this position will be \$200 to \$300 per week for half-time and \$500 to \$700 per week for full-time, depending on experience.

Benefits

No benefits will be provided to the Executive Director while serving as an independent contractor, other than direct compensation for services performed and reimbursement of actual expenses within the established budget. As an employee, the Executive Director will be provided either a paid catastrophic health insurance policy, or the equivalent cash payment for use by the employee in supplementing their own health insurance. Other benefits may be established by the Board of Directors.

NNREC may provide office space for the Executive Director. If NNREC does so (directly or through arrangements with another organization, agency or business), the Executive Director will be present at this office for a minimum of one-half day per week (for half-time) and one day per week (for full-time). The remainder of the time each week will be allocated between office, field work and work from home, as needed to accomplish the objectives. If NNREC does not provide office space, all work will be in the field and from home. If NNREC does not provide an office, NNREC will subsidize home telephone service and Internet service at 1/3 for half-time and 2/3 for full-time.

NNREC will provide to the Executive Director a personal computer with word processing, spreadsheet, web design, and financial software, and a printer. If the ED wishes to provide their own computer, printer, and/or software, it must be capable of reading and writing documents compatible with Microsoft Word, Microsoft Excel, and Quicken or Quickbooks. No adjustment to compensation will be made for computer equipment or software provided by the Executive Director.