

Native Prairies Association of Texas
Job Description – Executive Director

Job Title: Executive Director, NPAT

Location: North, Coastal, or Central Texas

Date: Applications accepted until position is filled (please submit by March 31st, 2008)

Submit: To apply, please send cover letter, resume, and references via email (preferred) or postal mail.

Email: apply@texasprairie.org

Website: <http://texasprairie.org/>

Address: NPAT, Search Committee, 2002-A Guadalupe St. PMB 290, Austin, TX 78705

Phone: 512-772-4741

Salary Range: \$50,000 - \$70,000 with benefits and vacation

Job Overview: The Executive Director is responsible for the execution of NPAT's goals and policies as set by the Board of Directors, including fundraising, hiring and supervising of staff, day to day management, and all other duties necessary for NPAT to succeed in its mission to conserve and restore Texas' native prairies and other grasslands.

Qualifications:

- A passion for conservation, and experience in the field of conservation or ecological restoration.
- Proven fundraising record, including obtaining grants from foundations and securing significant gifts from individuals.
- Strong verbal and written communication skills.
- Proven ability to conceive, plan and implement programs.
- Ability to connect with people and build relationships with prairie landowners, donors, and members.
- Ability to work effectively as part of a team.
- Willing to travel throughout Texas, most commonly within the tallgrass prairie regions (including Ft. Worth, Dallas, Paris, Waco, Austin, Houston, San Antonio).
- Willing to work a flexible schedule which frequently includes weekends.
- Ability to work online, via email, web, phone, and in-person with the board, landowners, and members.
- Software skills including Microsoft Office products.
- May be required to walk or travel over rough terrain.

One or more of the following skill sets are beneficial but not mandatory:

- Successful fundraising specifically for land acquisition and/or endowments.
- Experience in leading and managing individuals and teams, such as staff and board members.
- Experience building a non-profit from an all-volunteer organization to a staffed organization.
- Knowledge of native grasslands, grassland ecology, native plants and plant communities, grassland birds, prairie invertebrates, and other prairie wildlife.
- Land trust experience, such as negotiating conservation easements and acquisitions.
- Experience with tallgrass prairie or other native grassland restoration.
- GIS experience.
- Quickbooks experience.

Description of Duties (and estimated percentage of time):

Fundraising (50%+)

- Direct and conduct fundraising and membership development activities to enable the organization to carry out its mission and long term vision, in partnership with the Board and staff.
- Includes donor outreach, designing and implementing fund-raising and membership solicitations, and seeking financial support, grants, contracts and other assistance from individuals, foundations, corporations, and public agencies.

Program Leadership, Guidance and Representation (20%)

- With Board participation, develop and implement NPAT's annual objectives for Texas prairie conservation.

- Hire and oversee contractors to survey Texas counties for tallgrass prairie remnants (a three year program)
- Contact and build relationships with prairie landowners; screen potential acquisition projects, make recommendations to the Board, and negotiate and draft Board-approved real property and conservation easement transactions.
- Participate in hiring of program director and supervise staff.

Administration (20%)

- Oversee NPAT's record-keeping system to ensure they meet legal, financial, and board needs.
- Monitor NPAT's annual budget and provide the Board with timely financial reports.
- Monitor other NPAT activities and provide timely reports to the Board as requested.
- Support the operation of Board Committees in the conduct of the NPAT's activities, for example easement monitoring..
- Work effectively with other organizations in achieving objectives.
- Develop and implement NPAT policies pursuant to LTA accreditation (with Board participation)

Public Relations (10%)

- Act as the primary spokesperson for the NPAT.
- Promote awareness of and support for our mission.
- Oversee the release of all NPAT publications and press releases (with the Education Committee)

In the conduct of all these duties, maintain positive relationships and open communications with the Board, as well as the confidentiality of all dealings.