

Open Position: Executive Director



Who we are: The Big Bend Conservation Alliance (BBCA) is a non-profit, volunteer-driven organization that works to conserve the living heritage and unique natural and cultural resources of the greater Big Bend region of Texas.

What we do: We work toward a thriving and resilient Big Bend region, creating meaningful alliances built on a legacy of stewardship, ensuring the region remains one of the last great unspoiled places.

How we approach the issues: Our program areas focus on land, water, dark skies, and cultural resources, through the lens of economic resiliency while working for effective outcomes on the ground and through policy.

Position Summary

The BBCA is looking for an Executive Director candidate capable of working directly with the Board of Directors to implement the mission and achieve the vision of the BBCA. The Executive Director will manage the day-to-day operations of the Alliance, act as chief executive officer, and have such other powers and duties as may be assigned by the Board of Directors.

BBCA seeks an engaging and inspiring leader who is energized by big potential and embraces challenges with dynamic problem-solving. Critically, the ED will expand and strengthen our funding base while maintaining solid, fiscally responsible administrative management. The ED will work directly with the active board, leveraging their strengths, while networking and collaborating with a wide variety of partners, to effectively implement the mission and achieve the vision.

Organizational Expectations

- *Capacity builder:* Energized by the challenge of broad mission, lots of potential, and growing opportunities
- *Self-starter:* Motivated to seek out and engage a wide variety of partners, some perhaps disparate, always elevating commonality and potential for shared success
- *Collaborator:* Uses team-leadership approach, builds synergy
- *Facilitator:* Able to actively identify/manage/leverage board strengths and gaps to improve outcomes while expanding capacity and effectiveness

Primary Responsibilities

- Serve as primary driver of day-to-day operations and efforts in the organization's four program areas (land, water, dark skies, and cultural resources), ensuring consistent workflow, effective follow-through, and execution of tasks
- Manage the organization's budget, maintain sound financial practices, and ensure compliance with 501(c)3 status and all reporting requirements, including those of grants

- Actively maintain and develop relationships with funders and utilize a strategic funding plan with measurable outcomes
- Expand on the vision of the board to ensure that BBCA is an effective regional convener and advocate by building on existing and future relationships and collaborations between the Alliance and landowners, partner organizations, and government bodies within the region and around the state
- Inspire, engage, and expand BBCA's network of volunteers, partners, and advisors
- Hire, supervise, and manage staff and consultants, as applicable, and coordinate volunteers
- Stay informed on state and national political and legal developments, especially as they relate to our program areas

Qualifications

The successful candidate will demonstrably be an engaging and energetic leader, with proven ability to attract and expand funding streams. The candidate will have solid organizational management experience and if lacking technical knowledge relating to the mission, will develop the ability to speak authoritatively regarding program areas and mission with alacrity. The candidate must be passionate about the Alliance's mission and vision, leading by confident, consistent, and courageous example.

Key Criteria

- Presently located in, or willing to relocate to, the Big Bend region of Texas, recognizing that the BBCA office is located in Alpine
- Undergraduate degree at minimum
- Four years minimum management experience with demonstrated ability to manage staff, programming, financials
- Proven track record of fundraising success and fiscal accountability
- Non-profit management experience, with knowledge of related legal requirements
- Ability to quickly assimilate large volumes of information with a willingness to pursue learning opportunities relating to the Alliance's operations and program areas
- Integrate an understanding of the region's mores and lifestyle into an inclusive, collaborative approach
- Excellent listening and interpersonal skills, inclusive outlook, compassion, driven to understand, value, and engage a wide variety of perspectives
- Experienced, effective, and engaging public speaker
- Strong writer, proficient in Microsoft Office Suite and other software tools

Ideal Knowledge, Skills, and Abilities

- Positive, proactive, can-do leadership approach
- Natural inclination and ability to defuse conflict and build consensus
- Highly detail-oriented

- Knowledge of the Big Bend region's characteristics, natural resources, challenges, and opportunities for conservation/partnerships
- Understanding of issues related to water resources, land stewardship, and conservation in Texas and related legal frameworks
- Insight into U.S./Mexico border politics, culture
- Knowledge of Texas state politics and its nuances
- Awareness and/or skill with social media platforms, branding, outreach
- Conversant in Spanish

Other information about the position

- Full-time. Evening and weekend work will be necessary, as well as travel statewide and perhaps to other parts of the country
- Annual salary of up to \$50K (commensurate with experience)
- Contribution by the Alliance to a retirement account of the Executive Director's choice
- Support from a highly engaged and passionate Board of Directors, as well as an amazing region and culture to explore

To apply

Please send us your cover letter addressing qualifications and interest, resume, three references, and a representative example of your work relative to this position to:

info@bigbendconservationalliance.org