



Position Description for
Executive Director

The Executive Director is responsible for overseeing the operations of Alabama Audubon and the fulfillment of its mission and goals. The Executive Director is a full-time position, manages Alabama Audubon staff, and reports to the President of the Board of Directors.

The mission of Alabama Audubon is to promote conservation and a greater knowledge of birds, their habitats, and the natural world. Its goals include providing nature-based experiences, building connections between people and nature, and leading participants to take action to preserve birds, wildlife, and habitat. Alabama Audubon also conducts community science programs, monitors bird populations, works to restore native habitat, and offers ongoing programming at multiple venues for diverse audiences.

As a staffed chapter of the National Audubon Society with an active membership, Alabama Audubon serves a statewide leadership role with its programs, activities, and other initiatives.

Essential functions of the Executive Director:

- Manage day-to-day operations of Alabama Audubon in compliance with all budgetary, legal, and contract requirements, as well as all Board-approved policies.
- Provide vision and leadership in developing, implementing, and supporting programs, activities, and other initiatives to promote the mission and goals of Alabama Audubon.
- Work with the Board and staff to develop annual budgets and strategic plans.
- Cultivate members and maintain sound working relationships with key partners, including National Audubon Society, funding sources, federal, state, and local agencies, conservation partners, and community groups and organizations.
- Actively pursue funding by preparing and submitting grant applications as appropriate to local, state, and federal agencies and private foundations.
- Actively encourage and solicit philanthropic donations.
- Oversee the recruitment, supervision, and development of staff in a climate that attracts, retains, and motivates a diverse staff of dedicated and talented people.

Qualifications:

- Understanding of and passion for the mission of Alabama Audubon.
- A minimum of a bachelor's degree from accredited college or university or a combination of equivalent work and education-related experience.

- Strong interpersonal skills, including the ability to motivate others and to work with a wide range of personality types.
- Significant and effective leadership and management skills developed through at least several years in senior management positions, including a demonstrated success in working with and managing staff.
- Strong knowledge of the principles, practices, and procedures involved in nonprofit management and fundraising.
- Experience developing and working with an effective Board of Directors.
- Experience soliciting and securing significant gifts from individuals, private foundations, and corporations.
- Experience working with legislative or public interest issues, preferably in the environmental or conservation arena.
- Experience executing a marketing strategy to enhance an organization's appeal to both various constituencies of members and the general public.
- Excellent organizational, time management, and written and verbal communication skills.
- Self-motivation with the ability to work both independently and as part of a team.
- Flexible schedule with the ability to work evenings and weekends and to travel as required.
- Ability to use standard office equipment, as well as proficiency in the Microsoft operating system and the Office suite of software (e.g., Word, Excel, PowerPoint, Outlook, and others) and in digital media platforms (e.g., Facebook, and Twitter). Proficiency using NEON and Trello software is an advantage.

Physical requirements:

Include lifting, reaching, bending, pushing, pulling, sitting, typing, driving, speaking, and holding and supporting field equipment. Must be able to speak for extended periods of time. Must be able to work outdoors in variable weather conditions and on uneven terrain.

It is the policy of Alabama Audubon that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.

To apply, email a cover letter and resume (in PDF format) to Melanie Seibold, Alabama Audubon Board President, at melanie.seibold@gmail.com, with the subject line: Executive Director Search. References may be required upon request.