



Job Title: Executive Director
Supervisor: ERC Board of Directors
Date: April 15, 2024
Available: June 1, 2024

Organization Description

Established in 1993, the Environmental Resource Center (ERC) is a community-based nonprofit that provides environmental education and inspires action to cultivate a healthy environment in the Wood River Valley of South Central Idaho. Its environmental education programs reach people of all ages and provide individuals with opportunities to gain the knowledge, tools, and confidence needed to become stewards and leaders. Community initiatives work to reduce waste and toxins, ensure healthy soils and water, and galvanize the community to protect our natural resources.

Summary of Position

The Executive Director is responsible for the strategic and operational success of staff and programs, leads all fundraising efforts and works closely with the ERC Board to ensure successful execution of the organization's mission.

This is a full-time, exempt position (40hrs/week). Salary range is \$55,000-65,000, depending on experience. It includes monthly HSA contributions, generous paid time off and a flexible work schedule.

Main Responsibilities

- Administrative and Financial (30% of time)
 - Actively engages, inspires, and energizes volunteers, board, staff, partners, funders, and constituents
 - Develops, maintains, and supports a strong board
 - Leads strategic planning efforts and seeks opportunities to build board involvement, which ensures fulfillment of ongoing and anticipated operations
 - Hires, leads, develops, and retains competent, qualified staff
 - Protects financial integrity of the ERC
 - Develops annual budget
 - Provides monthly financial statements to the board
 - Quickbooks data entry, A/P, A/R, invoicing
- Fundraising (50% of time)
 - Leads and grows fundraising efforts necessary to support program operations and expansion
 - Responsible for all revenue generating and fundraising opportunities (e.g. written appeals, grants, programs, and events)
 - Identifies, cultivates, solicits, and stewards major gifts and relationships with foundations, local governments, businesses, and individuals
 - Works with Development Assistant to maintain detailed entries to donor database
- Program, Marketing, and Communication (20% of time)
 - Works with Education Director to ensure programmatic excellence through regular evaluation and alignment with ERC mission

- Builds ERC reputation by being active and visible in the community and working collaboratively with other nonprofit, civic, and private organizations
- Fosters relationships with constituents and partners while forging new strategic relationships
- Oversees, deepens, and refines all aspects of communications - web presence, newsletter, social media, and external relations with the press and media
- Work is performed primarily in an office environment using a laptop computer. It requires, on occasion, moderate physical effort including but not limited to: lifting 30-40 lbs, climbing/descending steps, working outdoors with the possibility of inclement weather. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Qualifications

- Minimum 3 years of experience in a senior leadership role. Previous experience working in a nonprofit and with a volunteer board of directors is strongly preferred.
- Passion for the mission and goals of the ERC and a personal commitment to environmentally-friendly actions.
- Successful fundraising experience – including written appeals, grant writing, one-on-one relationships with donors and businesses and more.
- Familiarity with Idaho and the Wood River’s environmental issues and philanthropic network is a plus.
- Excellent written and verbal communication skills, with experience and comfort in public speaking.
- Experience working with E-Tapestry or other donor databases.
- Ability to use various software including Microsoft Office, Gmail, Constant Contact, Word Press and social media platforms.
- Ability to manage multiple projects and deadlines effectively.
- Experience with the grant cycle: researching, writing, tracking, and reporting.
- Ability to work in a dynamic, team-oriented, systems thinking work environment that requires flexibility, and clear communication.
- Willingness to conduct programs in outdoor settings for several hours and in inclement weather, as well as work some weekends and odd hours to fulfill job requirements, particularly during high season.

The Environmental Resource Center is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

To Apply:

Please send a cover letter and resume and three references to:

Kat Vanden Heuvel
Interim Executive Director

kat@ercsv.org