

# RUTHERFORD OUTDOOR COALITION

## Job Description

**Position Title:** Executive Director

**Work Location:** Rutherford County, NC as assigned

**Reports To:** Chair of the Rutherford Outdoor Coalition Board of Directors

Full-time  
 Part-time

Exempt  
 Non-exempt

### Position Summary:

The Executive Director (the “Director”) will serve as the chief executive of the Rutherford Outdoor Coalition (ROC or ‘Organization’). The Director will report to the ROC Board of Directors (the “Board”) to set the purpose, direction and goals of the organization. The Director will supervise all Organization staff and oversee the establishment of programs and outreach to meet Organization goals.

### Essential Duties and Responsibilities:

#### *Leadership and Management:*

- Work closely with the Board to further the mission and goals of the Organization, including strategic planning and Board development.
- Work with the Board to set the organizational budget and operate the organization in a fiscally responsible manner.
- Work with the Board to develop and manage plans and activities for the cultivation of donors, grants, and special fundraising events.
- Manage and lead organizational staff and volunteers by providing an inclusive work environment.
- Establish written policies and procedures for the Organization to ensure compliance with all local, state, and federal laws and Organization bylaws.
- Oversee the Organization’s website and social media accounts to ensure quality, accurate and useful information.

#### *Community Partnerships:*

- Maintain existing cooperative relationships with environmental groups and other regional entities. Develop new partnerships to meet shared goals related to outdoor recreation and stewardship.
- Seek opportunities to serve on boards and commissioners whose goals align with the Organization (i.e. Chimney Rock State Park advisory committee, Rutherford County Health Council, Keep Rutherford County Beautiful).

#### *Programs and Events:*

- Broaden appreciation and knowledge of local and regional outdoor recreation resources and related natural resources.
- Manage, direct, and participate in the development of engaging and creative programming for the public centered on themes of outdoor recreation and environmental stewardship.
- Serve as the chief administrator/project manager of any programs, active grants or contracts of the Organization and review success of programs.

### Education, Work Experience, Competencies, and Abilities:

#### *Education / Training:*

- Minimum of a Bachelor’s degree in a field directly related to the successful operation of a nonprofit, i.e. any discipline of nonprofit management, biological sciences, etc.
- Advanced degree preferred.
- A minimum of 5 years employment in a related field in a like or similar director’s position.

*Professional Experience / Qualifications:*

- Excellent written communication skills and ability to successfully write grants, marketing communications, organizational policies, and other written communications.
- Proficient computer skills including Microsoft or equivalent product (i.e. Word, Excel and Outlook). Proficiency or willingness to learn additional software like Adobe platforms, donor management software, website editing programs, and more.
- Strategic planning and ability to create short-term and long-term strategic plans.
- Donor development and fundraising experience.
- Demonstrated applied interpersonal and public speaking skills and ability to connect with members of the public, organization staff and volunteers, community partners, etc.
- Excellent physical condition and ability to lead program participants in a variety of outdoor recreation activities.
- Experience managing and interacting with diverse groups.
- Experience managing staff and volunteers.
- Project management (managing schedules, budgets and deliverables).
- Program management including developing, coordinating, and marketing events.
- Financial planning and budget responsibility.
- Logistics.
- First Aid/CPR.
- Risk Management.
- Environmental Education experience or willingness to learn is a plus.
- Demonstrated passion for outdoor recreation is a plus.

**NOTE:** *The equivalent combination of education, work experience, competencies and abilities may be considered.*

*Work Environment:*

- Work locations vary and include working both indoors and outdoors.
- Occasional exposure to challenging outdoor weather conditions.
- Flexible work hours, including nights and weekends.
- Frequent travel required within the local area.

*Compensation:*

- Compensation will be comparable to like positions with similar size organizations and budgets.