

PIEDMONT CONSERVATION COUNCIL, INC.
JOB OPPORTUNITY: EXECUTIVE DIRECTOR

Piedmont Conservation Council (PCC), a Resource Conservation & Development (RC&D) non-profit organization since 1967, is seeking a visionary leader for the role of Executive Director. PCC is dedicated to promoting environmental, agricultural and economic sustainability across its 10-county area of central North Carolina, which includes Alamance, Caswell, Chatham, Durham, Guilford, Orange, Person, Randolph, Rockingham and Wake Counties. PCC's mission is "to leverage people and resources for innovative projects that promote conservation and sustainable communities."

The Executive Director (ED) is the key management leader of PCC responsible for overseeing the resources, programs, strategic plan, and administration of the organization. The position reports directly to the Board of Directors which consists of council members from its ten-county region.

The qualified candidate will possess the experience and skills necessary to lead, support, and increase the impact of PCC's mission in a collaborative manner. General duties include:

Board Governance: Works with the Board in order to fulfill PCC's mission and objectives. The ED is responsible for leading staff in a manner that supports and guides the organization's mission, for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops and submits to the Board for review an annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. Responsible for fiscal management that generally anticipates operating within the approved budget, managing cash flow, ensuring maximum resource utilization, and maintaining the organization in a positive financial position. The ED will be expected to grow the organization financially by expanding grant and fundraising opportunities.

Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, projects, strategic planning, and community outreach.

Organization Operations: Manages personnel policies, hiring and transitions, supporting annual staff performance reviews, and providing human resource support to staff.

Job Responsibilities

- Report to and work closely with the Board of Directors on policy decisions
- Implement employment and administrative policies and procedures for all functions for the day-to-day operation
- Manage programs and projects, as needed
- Engage in grant writing, fundraising and developing other revenues
- Supervise and collaborate with staff
- Implement PCC's strategic plan and work with inspiration and vision to extend the PCC's impact through continued strategic planning
- Plan and operate under annual budget
- Establish and maintain relationships with diverse organizations and utilize those relationships to strategically enhance PCC's mission

- Oversee marketing and other communications efforts (e.g., website and newsletter) to increase the overall visibility of the organization
- Serve as PCC's primary spokesperson to the organization's constituents, the media, and the general public
- Perform other duties as assigned by the Board of Directors

Knowledge, Skills and Abilities

- Strong financial management skills, including budget preparation, audit preparation, analysis, decision making, and reporting
- A history of successfully generating new revenue streams, grant writing, and improving financial results
- Knowledge of Office Suite and QuickBooks
- Demonstrated ability to oversee and collaborate with staff
- Excellent, enthusiastic communication and presentation skills
- Impeccable work ethic with the ability to work independently and as part of a diverse team within and outside of the organization
- Thorough understanding of environmental, agricultural and resource conservation issues

Education and Experience

- Minimum Bachelor's Degree, Master's Degree preferred in Nonprofit Management, Business Administration, Finance, Project Management, Natural Resource Management, Environmental Sciences, Agribusiness or similar
- Three or more years of non-profit or business management with successful project management and organizational experience

Location, Hours and Compensation

- Office space available in Durham, NC, with opportunity to work remotely. Regular travel will be required within PCC's 10-county service area. Mileage is compensated.
- 30 hours per week with opportunity to increase
- \$25/hour negotiable, dependent upon experience. Potential salary increases tied to performance criteria and financial growth of the organization.

Application Process

Interested candidates should submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position. Include professional references and how you heard about this position. Submit resume and cover letter or questions to info@piedmontconservation.org by November 30, 2020.