



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 leadership, programs, grants, strategic plan, and administration of the organization. The position reports directly to the Board of Directors which is composed 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 for the Board in order to fulfill PCC's mission. 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, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. The ED will be expected to grow the organization financially by seeking grants and fundraising.

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

- Reports 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 operations
- Manage grant programs and projects
- Engage in grant writing, fundraising and developing other revenues
- Supervise and collaborate with staff
- Implement PCC's strategic plan
- Plan, develop 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
- Ability to manage grants, including grant reporting, grant budgets, and collaborating with grant partners
- Knowledge of Microsoft Office, G Suite, Google Workspace, and QuickBooks
- Demonstrated ability to oversee and collaborate with staff and hired contractors
- Excellent, enthusiastic communication and presentation skills
- Impeccable work ethic with the ability to work independently and as part of a diverse team

Education and Experience

- Minimum Bachelor's Degree required preferably in Nonprofit Management, Business Administration, 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 is located in Durham, NC, with the opportunity to negotiate remote work arrangements. Regular travel will be required within PCC's 10-county service area. Mileage is compensated at Federal rate.
- This is an Exempt, Full time, Salaried position
- The hiring range for this position is between \$60,000 and \$80,000 annually. Compensation will be commensurate with skills and experience.

Application Process

Interested and qualified 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 to info@piedmontconservation.org. Application review will begin March 20, 2023. Position will remain open until filled.

Piedmont Conservation Council is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.