



## JOB DESCRIPTION - EXECUTIVE DIRECTOR

### OVERVIEW

The California Native Plant Society is a science-based advocacy organization that promotes and protects the native flora of California. The Society has 33 local chapters, a Chapter Council that meets quarterly, a Board of Directors elected by the chapters which meets throughout the year, numerous local and statewide committees chaired by chapter volunteers, and volunteer and paid administrative and program staff. The Executive Director operates under the general direction of the Society's Board of Directors, and is supervised directly by the President of the Board.

### ABILITIES AND STRENGTHS

The Executive Director is expected to be a team-builder and excellent communicator who has the ability to forge alliances with public and private organizations. He or she must be able to work well with volunteers in all aspects of the organization and have experience with financial documents and budgets, supervisory experience, and a passion for the native flora of California.

### RESPONSIBILITIES AND JOB DUTIES

The CNPS Executive Director:

Articulates and champions the Society's mission, communicates with the general public as well as our state and federal representatives, and inspires the membership and staff to meet the rapidly increasing challenges to California's flora.

Energizes, engages, encourages, and supports all aspects of the Society—members, chapters, committees, programs, Chapter Council, Board, and staff—to effectively use the Society's resources in order to achieve its mission, vision, and goals.

Consults regularly with staff and with volunteers, including Board members, chapters, and committees, individually and collectively, keeping them informed on all matters requiring action and providing them with sufficient information so they can make informed decisions.

Builds and strengthens the Society's membership and donor base and works with all parts of the Society, as well as external partners, to grow new revenue sources necessary to support the overall financial health of the organization now and in the future

Specific duties:

- Develops and recommends to the Board of Directors long-range and short-range plans for the development of Society's programs and services.

Board of Directors - Maintains a strong cooperative working relationship with the Board and various Board committees.

- Chapter Council – Provides support and assistance to the Chair of the Chapter Council. Works with the Council and the various program committees to identify policies that need to be developed and activities that support policies that have been established by the Council.
- Chapter and Member Relations – Acts to maintain highly effective chapter and member relations under all Society programs. Ensures that chapter concerns are reflected in organizational planning and implementation. Facilitates and supports work of Chapters, committees, and other volunteers.
- Staff – Recruits, hires, manages, and supervises (either directly or indirectly) the CNPS office staff, both paid and volunteer. Develops and implements human relations policies and practices that build and maintain high morale and productivity.
- Finance – In cooperation with the Financial Officer and Board, prepares Society budgets related to physical, financial, and human resources and is accountable for control of these resources once approved.
- Development – Works closely with the Board and staff to ensure that adequate resources are in place to achieve the strategic plan. Leads fundraising activities including membership development, seeking grants and contracts, giving presentations, cultivating potential donors, and participating directly in solicitations for funding. Actively stimulates the activities of others in direct fundraising and provides overall direction in key donor programs.
- Planning – Leads the staff in discussions with the Board and Chapter Council on strategic directions. Leads the staff in the development of all programs needed to implement the strategic plan. Evaluates the programs being provided by the Society in relation to specified goals and standards and recommends new program ideas and current program modifications to more effectively implement the strategic plan.
- Organizational Operations – Has chief administrative responsibility for the Society including the Society's public accountability, legal obligations, maintenance of Society facilities, and regular reporting to various bodies.
- Public Relations – Interprets the function of the Society to the community through direct involvement and through public relations programs, including personal contact, descriptive program literature, and work with the media.
- Interagency Relations – Develops and maintains appropriate relations with other professional, environmental, and social service groups and serves on appropriate committees. Coordinates between funding sources, federal, state, and local government units, and other agencies in similar fields of service.