



## **CNPS Executive Director Job Description**

### **About CNPS**

The California Native Plant Society (CNPS) is a statewide nonprofit conservation organization ([www.cnps.org](http://www.cnps.org)) founded in 1965, with more than 10,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

The CNPS organizational structure consists of local chapters and their members, the Chapter Council, the Board of Directors, the Executive Director, staff, and Program Committees. The Chapter Council is composed of a delegate from each chapter and elects the Board of Directors. The Board of Directors and Chapter Council collaborate on important projects with joint committees comprised of representatives from both bodies.

Bringing together science, education, conservation, and gardening to power the native plant movement, the CNPS programs include: Conservation, Biodiversity, Rare Plant, Vegetation, and Public Affairs.

### **Job Summary**

Reporting to the Board of Directors, the Executive Director (ED) serves as the lead executive of the organization, responsible for the implementation of the strategic goals in alignment with the mission, vision, and values of CNPS. In collaboration with staff, more specific areas of responsibility include fundraising; budgeting; Board and Chapter Council support and relations; organizational operations; partner cultivation and stewardship; and staff leadership, support and management.

The ED shall navigate the complex organizational structure of CNPS by establishing and maintaining a highly collaborative approach to management and program development that emphasizes cooperation, communication, delegation, and mutual trust.

The ED will directly manage seven Program Directors (Senior Operations Director, Senior Director of Public Affairs, Development Director, Conservation Director, Director of Biodiversity Initiatives, Rare Plant Director, and Vegetation Director), and lead a growing staff of thirty-five (35) full-time employees.

### **Duties and Responsibilities**

#### **Strategy, Vision, & Leadership**

- Leads, collaborates, and supports Program Directors in stewarding the CNPS mission, programs, and operations.
- Conducts periodic evaluations of current projects and develops/assesses ideas for new projects and programs as measured against the CNPS mission, vision, and strategic plan.
- Identifies, assesses, and informs the Board of Directors of internal and external concerns that affect CNPS, and serves as a professional advisor to the Board on all aspects of CNPS activities.
- Partners with the Chapter Council Chair, identifying policies and activities that support and assist Chapter Council and the Program Committees.
- Maintains highly effective chapter and member relations, ensuring chapter concerns are reflected in organizational planning and implementation.
- Advances racial, gender, age, and economic diversity throughout CNPS's culture, structures, policies, and operations.
- Working closely with the Senior Director of Public Affairs, interprets the function of CNPS within the conservation community through direct involvement and public relations, including personal contact, descriptive program literature, and work with the media.
- Establishes and maintains positive working relationships and collaborative arrangements with donors, grantors, funders, government agencies, and other partners.

#### **Fundraising and Financial Management**

- In partnership with the Development Director, expands CNPS's base of supporters through membership development, grant and contract solicitation, and donor cultivation.
- Ensures the fiscal stability and long-term viability of CNPS by overseeing the effective and efficient management of the organization's financial resources.
- Works closely with the Senior Director of Operations, and provides the Board with periodic comprehensive financial reports.

### **Required Qualifications**

- Executive or senior leadership experience, including experience managing remote teams.

- Prior experience working with a nonprofit board and demonstrable understanding of board governance, and decision-making.
- Experience creating a shared vision that inspires and motivates others, and implementing pathways to achieve that vision.
- Experience with nonprofit organization development, with a track record of establishing strong and effective teams as well as developing operational infrastructure to support a growing organization.
- Be skilled at supervising and collaborating with staff and/or volunteers in the development and execution of complex programmatic actions.
- Experience with nonprofit fundraising, including cultivating individual and institutional donor relationships, and soliciting major gifts.
- Financial acumen to develop, track, and manage a \$6 million budget that includes restricted funds, government contracts, and investments.
- Strong communication skills including the ability to be a compelling voice for the CNPS mission, vision, and values in ways that are both accessible and engaging to individuals and large audiences.
- High levels of social and emotional intelligence, as well as self-awareness, adaptability, accountability, and resilience.
- An engaging, authentic, and thoughtful leadership style that embraces collaborative decision-making.

### **Preferred Qualifications**

While CNPS recognizes that not every individual will exhibit all of these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Bilingualism. (Fluency in Spanish or other languages spoken in California.)
- Knowledge of CNPS and familiarity with native plants and plant communities and their ecology throughout California.
- Understanding of California conservation challenges and opportunities and familiarity with local organizations and government agencies working on these issues.
- A working understanding of and training in diversity, inclusion, equity, and justice.

### **Physical Requirements**

This job requires prolonged sitting, use of computer and mouse, and ability to participate in field trips including traveling off trail in sites with variable grade. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Additional Information**

- Work requires occasional travel throughout California. Work travel is reimbursed.
- Work schedule is generally eight hours a day, Monday to Friday. Flexible schedules are possible.
- Some evening and weekend work may be required to meet deadlines or to participate in meetings and activities.
- A valid driver's license is required.
- This is a California-based remote position, but may transition to a Sacramento- or Berkeley-based position if work dictates and safety allows.

### **Status, Compensation, and Benefits**

This is a full-time exempt position with a base salary range of \$133,208 - \$143,550, with additional bonuses and relocation packages possible. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with low-cost family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days, and 15 paid vacation days to start.

### **Equal Opportunity Policy**

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

### **To Apply**

Submit a cover letter and resume link [here](#). Please include any pertinent information, including professional and personal experience, that is relevant to the position.

*CNPS is an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.*