

JOB TITLE: Executive Director, SOUTH CAROLINA WILDLIFE FEDERATION

REPORTS TO: Executive Committee of the Board of Directors

CUSTOMERS: Member Donors, Staff and Volunteers

PURPOSE OF EXECUTIVE DIRECTOR:

Serves as the CEO of the South Carolina Wildlife Federation (SCWF), principal resource to the volunteer Board of Directors and, as a partner with the Chairman of the Board in advancing the Mission and Strategic Plan. Coordinates with the Board in all matters of organization, policy formulation and implementation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Formulates and recommends policies to the Executive Committee of the Board of Directors.
- Implements policies established by the Board of Directors.
- Assist the Board in updating annually, the Five Year Strategic Plan of the organization, creating annual budget/goals, managing Board events, recruiting qualified members and coordinating Committee programs.
- Make staff available to support the Board of Directors and its committees assuring regular reporting and record keeping, including an Annual Report of the SCWF.
- Develop and direct a focused year-round fund raising program that will expand membership and the base of giving.
- Develops standard operating procedures (SOP's) to carry out policies and programs.
- Guides the administration of SCWF programs of work, policy development and advocacy issues in a cost efficient manner within budget, focusing on improved methods to assure maximum member education and satisfaction.
- Assures commitment, development, understanding and continuity of volunteer leadership through regular communications with the goal to further the education mission of the Federation.
- Hire, lead, develop and manage activities of the SCWF staff; approve and monitor timely execution of annual program of work for each, and document regular work performance reviews. Additionally, define long term staffing needs to assure implementation of the strategic plan.
- Supervise high standards of achievement in the areas of human resources, marketing, membership, wildlife habitat education, legislative outreach advocacy, financial matters, information systems and all SCWF programs of work. The primary emphasis is on fundraising, membership retention and growth.
- Serve as the SCWF primary spokesperson to the press, public and elected officials.
- Manage finances of the SCWF including collection, disbursements and accounting of all activities. Direct preparation of current P&L operating statements for presentation at quarterly meetings of the Board.

- Maintain close relations with major institutional donors and foundations about SCWF program activities, including formal grant reports and informal communications.
- Oversee the implementation of a vigorous marketing and communications program to enhance and maintain public understanding and support of the purposes and education/advocacy programs of the SCWF.
- Assure diversity, equal opportunity and affirmative action throughout all facets of the organization.
- Provide leadership, cooperation and strengthen the voice of coalition partner organizations in the conservation community responding to statewide priorities and gathering of information necessary for the Board to determine SCWF involvement in advocacy.
- Insure an ongoing close working relationship with the NWF to participate, glean and earn the most from being an active Affiliate while supporting national/international issues of mutual interest.

ESTIMATED ANNUAL TIME ALLOCATION:

- Development, membership, fundraising – 35%
- Advocacy, conservation, public policy – 20%
- Education and events – 15%
- Habitat programs – 10%
- Administrative, personnel, finances – 15%
- NWF coordination and meetings – 5%

QUALIFICATIONS:

- A minimum of five years as an executive or senior manager of a 501.C3 or Corporate enterprise and at least a Bachelors Degree in a related field. Advanced degree is highly desirable.
- Successful track record for business leadership in the areas of fundraising and membership development in accordance with the Board mission to have the SCWF attain an annual revenue goal of \$1 million by 2024, approximately double the 2018 level.
- A competent understanding of the legislative and public policy processes, preferably through direct experience in advocacy campaigns.
- Experience in recruiting, motivating and harnessing the talent of a diverse volunteer Board.
- The Executive Director is a passionate, creative leader with clear vision and outstanding communication skills; successful track record in science-based solutions to conservation issues; motivator of staff/team/board for high achievement.

COMPENSATION:

Base annual compensation plan (\$60,000 to \$100,000) will reflect our desire to attract candidates with the above attributes. Exceeding annual budgeted goals will earn incentives. The package includes health insurance.

APPLICATION PROCESS:

Those interested are encouraged to send cover letter communicating *why* you are qualified, resume, and desired compensation to:

Ms. Mullen Taylor via email: m.mcmullentaylor@gmail.com