

Berkshire-Pioneer Resource Conservation and Development Area Executive Director

Reporting Relationship: Reports to the Council, the organization's board of directors.

Job Description:

The Executive Director is responsible for the professional leadership and management of BPRC&D. S/he will spearhead the further development of BPRC&D's role as a leading organization in the conservation and development of rural resources in Western Massachusetts. The Director, working in concert with the Council, will move the organization forward in the development and implementation of internal and external goals that reflect the organization's vision, mission and business plan. The Director provides overall leadership for strategy, organizational development, implementation, financial oversight and fundraising. S/he will focus initially on these target areas:

- A. Supporting, continuing and overseeing current programs including funding, negotiations, and legal transactions, and increasing, strengthening and diversifying the organization's funding sources;
- B. Working with the Council to develop policies, guidelines and priorities around projects and their implementation;
- C. Guiding the expansion and development of the Council;
- D. Enhancing the relationship between the BPRC&D and other organizations with similar goals;
- E. Increasing BPRC&D's visibility and influence with legislators, stakeholders, land owners and other constituencies as well as with the general public; and
- F. Developing an organizational infrastructure that will support anticipated growth.

Responsibilities:

1. Fundraising and Fiscal Management:

- a) Works with the Council to ensure that BPRC&D is fiscally sound.
- b) Works with staff and Finance Committee to prepare and present budgets and quarterly financial reports for Council.
- c) Develops and sustains a diverse funding base. Emphasis will be on identifying and applying for state, federal, and foundation grants.
- d) Maintains rigorous accountability standards for grant and budget tracking and assures compliance with legal and funding requirements.
- e) Directs financial activities and makes decisions based on plans and policies developed in concert with the Council.
- f) Oversees/supervises all bookkeeping and accounting.

2. Communications and Marketing:

- a) Represents BPRC&D at all appropriate public functions and makes effective public presentations.
- b) Works for strong communication with local city and town officials, state legislators and Congressional offices.
- c) Represents BPRC&D's concerns to local and state policy makers, task forces, and advisory committees, planners and funding bodies.

- d) Maintains professional relationships with individuals and organizations which share a stake in resource conservation and development in Massachusetts.

3. Program Planning and Operations Management:

- a) Works with the Council to establish goals and objectives, and implementation priorities.
- b) Maintains contact with New England and national RC&D organizations and keeps Council informed of developments.
- c) Ensures the provision of administrative support for program and Council functions, including, when necessary, personally performing those support tasks.
- d) Oversees the organizational structure and ensures that the programmatic objectives are supported internally: facilities, technology, finances, communication, and other functional needs.

4. Human Resources Management:

- a) Recruits and manages a strong staff team and volunteers as appropriate.
- b) Prepares for anticipated changes in funding, including both loss and growth.
- c) Updates and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance evaluations for all staff.
- d) Promotes an organizational culture that fosters cooperation, open and frequent communication, teamwork, and a common vision.
- e) Maintains personnel records; ensures privacy of confidential information.

5. Support for Council:

- a) Serves as the primary staff person for the Council and the Executive and Finance committees and oversees the staffing of all other committees.
- b) Works closely with the BPRC&D Executive Committee and Council to recruit, train, and maintain a strong, balanced Council.

Major Qualifications: The ideal candidate will have:

- A. Proven leadership skills developed through several years in senior management positions. Excellent organizational development, interpersonal, marketing, communication, administration, and personnel management skills are essential.
- B. Experience in start-up organizations, farming, forestry, natural resources management, law, politics, business, conservation, or planning is a plus. Understanding of not-for profits and experience working with boards of directors and volunteers is particularly helpful.
- C. Experience managing a complex budget.
- D. Success at fund development, including knowledge of and success in attracting foundation and government grants.
- E. Excellent written and oral communication skills; strong presentation skills.
- F. Experience with teamwork, collaboration and conflict management.
- G. Excellent analytical skills.
- H. Experience marketing and lobbying.
- I. Experience with business computer tools such as spreadsheets and databases, word processing, business websites, etc; comfortable adopting and adapting to new technologies.