



Executive Director Job Description 2023

Organization & Position Summary

The Cache Creek Conservancy is a nonprofit organization dedicated to the restoration and preservation of the Cache Creek watershed in Northern California. The Conservancy's work has been riparian restoration along a 14-mile stretch of the Lower Cache Creek. We operate from and manage the Jan T. Lowrey Nature Preserve, which is often called the 'Cache Creek Nature Preserve'.

The Executive Director of Cache Creek Conservancy is the leader and chief spokesperson for the organization and reports to the Board of Directors. The Executive Director's primary responsibilities include organizational direction and mission delivery, strategic planning and oversight of the plan's implementation throughout the organization, and the Conservancy's positive presence in the regional economy. The Executive Director prioritizes a culture of accountability and innovation within Cache Creek Conservancy; provides leadership of a team that delivers best-practice restoration; and advances our mission imperatives throughout Yolo County, California and the greater Sacramento region.

Number of Direct Reports: 4-8

Minimum Requirements

- Bachelor's degree in a field that exemplifies skills related to position; and
- Five (5) years of responsible management or executive leadership that includes an understanding of federal, state, local funding, and organizational management. Public or nonprofit experience preferred.

Salary Range: \$100,000-\$120,000 commensurate with experience and contract terms.

Time Responsibilities

20% - Leads the operation of the organization. Directs staff, ensuring effective service to Cache Creek Conservancy's funders and stakeholders. Expects and exemplifies a culture of accountability in the service of our mission, demonstrating humility and humanity in the support and leadership of staff at all levels within the organization.

20% - Chief spokesperson for the organization. Represents the organization to the community and fosters good relationships with the Yolo County Natural Resources Division, community partners and stakeholders, staff, contractual partners, and the philanthropic community.

20% - Leads the development and implementation of strategic plans into tactical actions and activities. Through a combination of direction and support, ensures that staff fulfill their implementation goals. Presents balanced scorecard on quarterly basis to the board and a biannual report to Yolo County.

25% - Provides oversight for the financial affairs of the organization and leads development and implementation of fundraising plans. This includes, but is not limited to, preparation of the budget, statements of financial position, and other reports of financial strength. Ensures financial policies and procedures are followed. Ensures ongoing financial growth of the organization, which includes plans to secure adequate funding inclusive of existing and new support, pursuit of private philanthropy dollars, and contracted services.

15% - Serves as the principal professional resource to the Board of Directors. Provides leadership to the Board of Directors in support of their attention to critical issues and communicates regularly and openly with the Board. Creates a culture of partnership between Board and staff based on trust and respect for each other's contributions of time, talent, and resources. Ensures that the policies established by the Board of Directors are implemented throughout the organization. Participates in Board meetings.

Important Competencies

Visioning – Visualizes the organization's future state (structure, culture, leadership, target markets, etc.) and criteria for long-term, sustained business success.

Inspirational Leadership and Passion for Mission – Develops commitment in others by setting a personal example, demonstrates enthusiasm, champions workforce, and appeals to what motivates them. Demonstrates and communicates passion for the organization's core purpose; identifies with the organization's mission and inspires others about the mission.

Strategically Leading and Managing Change – Challenges the status quo and leads in the development of organizational agility that allows staff and stakeholders to achieve goals and support the organization's mission. Provides long-term direction and utilizes feedback and data to adapt strategies and approaches to meeting team and organizational goals.

Credibility – Demonstrates honesty, sincerity, humility, and respect for individuals while modeling organizational values. Inspires trust in and from others.

Critical Thinker who exercises Sound Judgment – Demonstrates capacity to analyze, synthesize and integrate information to effectively identify and solve problems. Makes informed decisions, and successfully addresses complex organizational challenges. Invites subject matter experts to interpret data and inform strategies for delivering best-practice restoration efforts.

Community Development – Develops strong external loyalty to the mission and values of the organization and brings strong community and civic leader relationships to leverage good will and financial support for the organization.

Commitment to Equity – Ensures that Cache Creek Conservancy’s focus on equity is experienced at all levels of the organization, investment in equity-based goals and activities, and continually improving practices that serve the needs of our diverse staff and stakeholders.

Interpersonal Savvy – Builds appropriate rapport and constructive, effective relations both internally and externally. Relates well to people of diverse backgrounds and exhibits genuinely warm and approachable behavior. Listens attentively to understand the needs, intentions, and values of others.

Talent Management – Demonstrates an ability to attract, align, develop, and retain the diverse talent pool needed to meet and exceed organizational goals.

Achieves Results – Improves and sustains superior ecological restoration program performance; develops and follows through on priorities; delegates appropriately and holds people accountable; makes financially-sound decisions that optimize resources and ensures efficient work processes.

Customer Service Focus – Ensures that staff respond to the needs and expectations of community partners, other stakeholders, and funders. Uses an understanding of stakeholder needs as the basis for organizational action.

Financial Development / Acumen – Ensures innovative fund development strategies are developed, cultivated, and implemented that provide the necessary financial resources to sustain and grow the organization. Ensures that the handling of funds exceeds expectations of those investing in the Conservancy’s mission.

To apply for this position, email cover letter and resume to Cache Creek Conservancy Search, c/o Kim Tucker, Impact Foundry at ktucker@impactfoundry.org. Please submit one PDF document that follows this title protocol: *LastName_FirstName_CCC* and include same in Subject line of email. Submissions accepted until the very best candidate is hired.