

Environmental Volunteers

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For a map and directions, click [here](#).

**JOB ANNOUNCEMENT
Interim Executive Director
Environmental Volunteers
Palo Alto, CA
May 2017**

The Environmental Volunteers shares the wonders of natural science with children, adults and families in Santa Clara & San Mateo counties, nurturing their love of and connection to nature, and sparking their interest in lifelong learning and environmental stewardship. We provide hands-on science and nature education through school programs, community programs and at the EcoCenter. Our strong and committed volunteer organization inspires a lifelong love and respect for the natural world.

The EV has a staff of 10, an operating budget of \$900,000, and an active, 12-member board. For more information, visit our website at <http://www.evols.org>.

Position Summary

Reporting to the Board of Directors, the Interim Executive Director (IED) will support Environmental Volunteers (EV) during its leadership transition. Areas of emphasis include:

1. Overall management of staff
2. Program operations and service delivery
3. Financial management
4. Fundraising
5. Board of Director communications
6. Culture and communications (internal and external)

See additional comments below

Duties and Responsibilities

1. Overall Management of Staff

- Provide strong leadership and develop outstanding relationships with team members during the leadership transition.
- Foster a climate of supportive collaboration and high performance, encouraging strong team cohesion within the organization.
- Develop and implement a specific transition plan with each direct report to ensure clear roles and responsibilities so that nothing falls through the cracks and so that each employee feels heard and empowered.
- Maintain focus on employee engagement to ensure positive staff morale.

2. Program Operations and Service Delivery

- Ensure all EV program delivery is maintained with high quality.
- Manage and monitor overall operations and program metrics. Communicate any issues with meeting established annual goals and objectives proactively to the Board of Directors.

3. Financial Management

- Work with the Board Treasurer/CFO and provide daily financial management and oversight of the EV bookkeeper.
- Ensure that all accounting controls continue to be maintained during the transition.
- Support the annual audit and monthly/quarterly board financial report production.
- Communicate cash flow or other important financial issues to the CFO proactively.
- Complete the budget process including board approval for the next fiscal year according to the established timeline.

4. Fundraising

- Work with the outgoing Executive Director and Board to develop and execute a fundraising plan to minimize the financial disruption of the leadership transition. Plan will include grant applications as well as maintenance of ongoing individual major donor relationships.
- Monitor progress against revenue objectives and proactively communicate issues to the CFO.

5. Board of Directors

- Work with Board Co-Chairs to manage agendas and prepare materials for the monthly Board and Board Committee meetings.
- Ensure Board members stay informed of all important matters during the leadership transition.

6. Culture and Communications

- Create a culture of strong employee engagement and collaborative problem solving.
- Communicate with transparency and build trust with staff, board, volunteers, schools, donors, funders and all other key stakeholders.
- Maintain and cultivate collaborative relationships with other community organizations and external stakeholders.
- Manage communications within the organization to ensure focused effort, prioritized initiatives and well-coordinated activities

7. Support transition to new Executive Director when hired

Essential Qualifications

Education and Experience

- BA or BS degree (or higher) from an accredited college, university or equivalent.
- At least 10 years of work experience with five or more years as an executive director or the equivalent. Must have demonstrated leadership and management success.
- Experience working with local government agencies, educators, businesses and community-based organizations.

Knowledge and Skills

- Demonstrated knowledge of financial budgeting, planning, and managing organizations.
- Fundraising experience and knowledge of non-profit best practices.
- Human resource and management skills, including hiring, development and performance management.
- Excellent verbal and written communication skills.
- Able to reach and work well with diverse groups and individuals providing a safe venue for discussions of divergent ideas and opinions.
- Able to establish, articulate and maintain effective organizational and operational priorities.
- Demonstrated ability to negotiate, resolve conflicts and solve problems.
- A proactive, passionate, and continuous learner who knows how to respond to change.

Preferred Qualifications

- Previous experience as an Executive Director or Interim ED
- Demonstrated ability to work creatively and effectively with a volunteer Board of Directors and a variety of committees and individuals.
- Experience managing a team the size of the EV.
- Experience with non-profit fiscal administration and financial management.
- Experience with grant writing, fundraising and non-profit revenue generation.

This is a part-time temporary position (estimate 24-32 hours per week) and is expected to last up to 6 months. Desired start date is June-July 2017.

To apply:

Please submit a cover letter, your resume, references and fee requirements assuming independent contractor status to Board Co-Chair Joyce Friedrichs at joycecare@gmail.com.