



Conservation Voters for Idaho Conservation Voters for Idaho Education Fund

Job Announcement: Executive Director

Announcement date 10/31/2011

Open until filled. Initial review of applications to be 11/21/2011

Overview:

Conservation Voters for Idaho (CVI) and Conservation Voters for Idaho Education Fund (CVIEF) work together to protect Idaho's spectacular environment and quality of life, through strengthening the political power of the conservation community. CVI works to elect and support pro-conservation candidates at the state and local level, and to hold elected officials accountable for their actions on conservation issues. CVIEF works to promote public awareness and increase civic engagement around conservation issues, and advocates for sound and sustainable environmental policy.

CVI and CVIEF seek a dynamic, experienced leader to serve as Executive Director. The ED will lead both organizations, and will have the opportunity to mobilize citizens, impact elections, and influence public policy in support of Idaho's unique environment. The ED reports to the boards of both organizations.

Scope of Responsibilities

Under the guidance of the volunteer boards of directors, the Executive Director will be responsible for actively managing all of the affairs of CVI, CVIEF and CVI Action Fund (CVI's PAC) toward the mission of strengthening political power for conservation. These activities are governed within limits established by organizational bylaws and policies. The Executive Director will receive broad direction from the boards of directors, but will rarely receive direct supervision. The Executive Director will work with staff to develop and implement programs that achieve the best results in furthering the missions of CVI and CVIEF.

Primary Duties and Responsibilities

Leadership/ Political

- Represent CVI and CVIEF to elected officials, candidates, the environmental community, media, and others
- Develop bipartisan political, advocacy, and electoral strategies, and ensure this work is integrated with fundraising, communication, and organizational goals.
- Work closely with boards to articulate a shared strategic vision for CVI and CVIEF.
- Drive the implementation of the organizations' strategic plans.
- Provide leadership in collaborating with other political and/or non-profit groups as appropriate and when mutually beneficial.

Fundraising

- Make and successfully close large fundraising asks.
- Cultivate strong relationships with foundations and individual donors.

- Maintain primary responsibility for all fundraising requests and efforts.
- Work with board and staff to meet annual revenue goals. ED should seek to expand funding base and develop a revenue diversification strategy.

Administrative / Financial Management

- Hire and manage staff, and develop and implement staff performance evaluation process.
- Provide leadership fostering a productive and high morale work environment.
- Prioritize activities and ensure organization's effectiveness.
- Assure compliance with all political and other reporting requirements.
- Develop for board approval annual budgets for CVIEF, CVI, and CVI Action Fund.
- Manage, track and execute budgets reflecting organizational priorities for the three organizations.

Program

- Develop and implement robust civic engagement programs.
- Develop and implement robust electoral programs.
- Collaborate with Idaho Conservation League in areas of mutual interest, such as civic engagement and lobbying on conservation issues.
- Work with staff to develop and implement comprehensive communications plan, including web, written materials, and social media.

Knowledge, Skills, and Abilities

Required

- Significant fundraising experience, including major gifts fundraising grants/foundations
- Demonstrated leadership in supervising and motivating staff
- Superior leadership and strategic thinking skills
- Successful internal and external communications, both oral and written

Preferred

- Political campaign experience
- Knowledge of environmental issues, advocacy, and politics
- Familiarity with Idaho's legislative process
- Experience building and working with coalitions
- Experience working with non-profit 501c3 and/or 501c4 organizations
- Experience developing and executing complex budgets

Compensation

Salary commensurate with experience.

Generous benefits package includes paid leave, retirement, and health benefits.

To Apply:

- Send resume, cover letter, and three references to EDsearch@conservationvotersforidaho.org
- Please use "Executive Director" as subject line.

It is CVI's policy that all employees work in a setting free from all forms of discrimination. This job description describes the principal functions and job requirements in general, as well as the general level of knowledge and skills typically required. This job description does not constitute an employment agreement between the employer and employee, and the requirements of the position are subject to change as the needs of the employer and organization change.