



Executive Director

About Us: Conservation Volunteers International Program (ConservationVIP®) is a non-profit organization dedicated to helping sustain some of the world's greatest landscapes, cultural heritage sites and biodiversity. We achieve our mission by providing volunteer assistance to the destinations we support, principally by organizing group volunteer travel to public lands where our trip participants volunteer on environmental conservation projects. With the current volume of operations and a desire to expand further, we now seek a candidate to fill our first paid Executive Director position.

The Executive Director position, like our organization, will be fully remote. The Executive Director will be the key manager leader of ConservationVIP®. The Executive Director will have operational responsibility for fulfilling ConservationVIP's mission and will be responsible for overseeing the administration, operations, programs and business plan of the organization. ConservationVIP® currently employs two part-time staff who will report to the ED. Heavily reliant on volunteers and with the small paid staff, the ED position is a hands-on role that may require completing tasks at every level of responsibility ranging from clerical to strategic.

This position reports directly to the Board of Directors. The Executive Director will be a nonvoting member of the Board of Directors and will work with the Board to fulfill ConservationVIP's mission .

Key duties include:

- Supervision of staff and volunteers,
- Overseeing the budget, marketing, community outreach, domestic and international partnership relationships, contracts, agreements, and grants
- Implementation of ConservationVIP's volunteer programs to carry out the organization's mission.
- Developing a marketing program to deliver a clear marketing message consistent with the organization's mission, implemented as effectively as possible within the constraints of the funding resources.
- Enhancing ConservationVIP's image by being active and visible in the community and by working with other professional, civic and private organizations.
- Developing the resources to ensure the fiscal integrity of ConservationVIP®, including submission to the Board of a proposed annual budget and periodic financial updates, which accurately reflect the financial condition of the organization.

- Fundraising and developing the resources necessary to support the organization's mission.
- Preparing, reviewing and signing all regulatory filings necessary for the ongoing operations, including filings for Federal and California state tax, Seller of Travel, Trademarks, and nonprofit and corporation regulatory authorities in California and other states.
- Effectively managing the volunteer programs and administrative operations.
- Hiring and retaining competent, qualified staff.
- Establishing employment and administrative policies and procedures for employees and establishing administrative policies and procedures for all functions and for the day-to-day operation.
- Recruiting, managing and motivating volunteers at all levels within the organization.
- Signing notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Developing relationships with organizations related to destinations served by ConservationVIP®, assuring those relationships align with ConservationVIP's Mission.

PROFESSIONAL and PERSONAL QUALIFICATIONS:

- Leadership experience which is transparent and of high integrity.
- Three or more years' management experience.
- Willingness to commit to the ED position for 3 – 5 years.
- Strong commitment to the value of volunteers.
- Experience in managing volunteers.
- Experience and/or knowledge in environmental and conservation activities.
- Experience in non-profit development, fundraising strategies and donor relations.
- Experience with risk management and safety in an Outdoor environment.
- Knowledge of and/or experience with the international travel industry.
- Solid, hands-on, budget management and execution skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, organizing, scheduling, delegating, program development and task facilitation.
- Ability to efficiently organize and lead remote staff and volunteers.
- Ability to convey a vision of ConservationVIP's future to staff, board, partners, trip leaders, volunteers and donors.
- Skills to collaborate with and motivate volunteers, trip leaders, contractors, partners, and governmental agencies.
- Strong written and oral communication skills in English.
- Ability to interface and engage with diverse international and domestic volunteer and donor groups.
- Foreign language skills are a plus.