



## ***Executive Director, Chattanooga Audubon Society***

### **About Chattanooga Audubon Society**

The Chattanooga Audubon Society (CAS) was formed in 1944 by Robert Sparks Walker to protect the land on which he had spent his youth, now known as Audubon Acres. Mr. Walker was a highly respected and noted naturalist in the 1900s and his reputation and work lives on today. He believed that we had an obligation to educate people on the ways of nature, that we needed to protect our environment, and that we could learn much from the indigenous people who had lived in this area for thousands of years.

Today, we work diligently to continue Mr. Walker's legacy of stewardship and education. Our mission is to educate and promote an understanding of the responsibility to preserve and protect our environmental, cultural and historical resources through programming and stewardship.

As the Chattanooga area's oldest conservancy organization, we serve as stewards for 4 unique nature sanctuaries: Audubon Acres, Maclellan Island, Audubon Mountain and the Mackey Branch Wetlands.

Find out more about our properties, events and partnerships at <https://www.chattanoogaaudubon.org/>

### **What you'll do**

As part of a small team, the Executive Director (ED) will have a range of strategic and operational duties that help fulfill the mission of the Chattanooga Audubon Society. The Executive Director reports to the CAS board of directors. The ED will supervise a small staff and a large corps of volunteers to manage educational programs, property upkeep and conservation on four sanctuaries, fundraising and marketing.

### **General Management**

- Oversee day-to-day operations of the programs and events held at the CAS properties, including regular presence at Audubon Acres
- Responsible for hiring, supervising, and termination of volunteers, contractors, and staff according to board directed protocols
- Work with the board in developing and implementing a strategic plan
- Develop and implement an annual budget for the fiscal year
- Strengthen the financial sustainability of the organization with a focus on expanding new funding sources, inspiring new donors and cultivating strategic partnerships with local organizations.
- Provide accurate, timely information to the CAS board of directors on activities, business and property status, concerns and resource needs. Report monthly at meetings and attend other committee meetings as requested by committee chairperson

### **Operations**

- Lead the planning and implementation of all special events, coordinating with board committees and other staff
- Develop an annual calendar of events to increase CAS revenues, visibility and membership
- Supervise and participate in the welcoming of visitors and members to CAS properties, cultural and environmental interpretation of CAS properties, and gift shop sales
- Work with board committees, staff and volunteers to maintain sanctuary structures, trails, grounds and facilities, using appropriate stewardship practices



### **Communications**

- Ensure regular communications on the mission, priorities, events, and outcomes for CAS to membership, volunteers, and the broader community
- Serve as the chief spokesperson for CAS including, but not limited to, interactions with media, businesses, and government bodies
- Maintain and grow strategic partnerships in the community that help sustain the mission of CAS

The job will also require occasional standing for long periods of time at events or programs and walking the properties to check on conditions.

### **Who we're looking for**

A proactive and highly motivated individual who is looking to shape the future of a local conservation organization through a period of potential growth.

- Bachelor's degree required
- 2+ years in non-profit organization management desirable
- Strong interpersonal skills, judgment and a demonstrated ability to collaborate and build coalitions with a wide range of individuals and organizations
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Experience overseeing large programs and events involving school aged children and members of the local community, including volunteer coordination, marketing and media engagement
- Knowledge and appreciation of environmental conservation, nature-based education, and the role of science in conservation strategies
- Business acumen to analyze, design and implement programs and events that will continue to strengthen the financial sustainability of the organization, including successful fundraising efforts

Base salary for this position is \$45,000 per year and negotiable based on skills and experience.

### **To apply**

Please send a resume and references to the Board President at David-Aborn@utc.edu

*This job description indicates the general nature and level of work expected for the position and is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Employees performing this job may be asked to perform other duties as required and the responsibilities of the position may change. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential job functions.*

*The Chattanooga Audubon Society is an equal-opportunity employer. It does not discriminate in employment opportunities and practices on the basis of race, color, religion, sex, national origin, age or any other characteristic protected by law. If you need additional information or have questions, please contact us.*