



Job Description

Friends of the Crystal River National Wildlife Refuge

Part Time Executive Director

The Executive Director serves as the primary executive manager and leader for the Friends of the Crystal River National Wildlife Refuge (Friends). **Responsible to the Board of Directors and works in close coordination with the Board President.**

Key responsibilities include overall management of office operations and programs consistent with the mission of the organization. The executive director is also responsible for budget the financial management, staffing, media/spokesperson, grant & contract management, and proactive coordination with the board and Refuge staff.

Essential job functions will include but may not be limited to:

- Serves as the Executive Director of the Friends, with full responsibility and authority for the effective day-to-day management and coordination of operations in accordance with the policies formulated jointly with the Board of Directors.
- Facilitate the growth of the Friends, sustain the quality of programs and events (in collaboration with the Refuge complex).
- Work with the committees and sub committees, supporting their activities including meeting preparation and all necessary staff support.
- Assist with the annual program schedule and budgeting process.
- Manage all fundraising, grant writing, community outreach, and public relations, and work closely with President, Board and Refuge liaison on all initiatives taken on behalf of the Friends. Direct external relations and communications focusing on marketing and public relations efforts including general promotions and brand management by overseeing the

website, publications, and program literature in coordination with the Refuge liaison.

- Oversee internal operations including the record keeping system, financial operations, collaboration with legal counsel, independent auditor or other professionals. Overall supervision of Friends staff and paid consultants. Assure that appropriate program guidelines and standards are maintained. Oversee the recruitment and retention of competent, qualified staff, and when necessary, discipline and discharge staff.
- Work with the staff to effectively incorporate the efforts of interns and volunteers. Ensure professional development of staff as warranted by organizational needs, including training and organization of interns. Maintain positive working relationships with staff and promote a culture of teamwork, inclusion and dedication to the Friends mission.
- Responsible for overall communication and marketing materials, including, but not limited to all website material, all letters, press releases, photos, membership materials, grant applications and any other forms of communications such that they shall be consistent with strategic plan and mission of the Friends.
- Oversee all outreach and advocacy efforts which impact the Friends and Refuge.
- Develop and enhance strategic partnerships with organizations such as area economic development and tourism organizations, conservation organizations and leaders, county leaders, state/federal entities, etc. Stay abreast of issues affecting the Refuge and advocacy efforts.

Qualifications/Skills:

Belief in the mission of the Friends; Demonstrate leadership and management skills; Computer and website skills; Ability to multi-task; Takes initiative with entrepreneurial and innovative ideas; Works independently; Creative problem solving skills; Enthusiastic, Flexible, Organized, Collaborative, Persuasive communicator.

Interested applicants should email resumes to Michael Engiles mjengiles@gmail.com. Salary is negotiable.