

Job Description Executive Director

The Big Thicket Association (BTA) is a 501(c)3 non-profit headquartered in Beaumont, Texas and offers programs that support and promote conservation, preservation, and education in the Big Thicket region. The Executive Director manages programs under the direction of a Board of Directors with the support of staff and program committees. BTA is a “Friends Group” to the Big Thicket National Preserve (National Park Service, Department of Interior) which is headquartered in Kountze, Texas.

The Executive Director is responsible for oversight of the following programs and events.

- *Neches River Adventures* offers three programs: Environmental Education for school children, Public tours, and Private tours. The program operations are overseen by a Committee appointed by the President, with educational programs led by the Director of Environmental Educator.
- *Neches River Rally* is an annual canoe and kayak paddling event and fundraiser. This program is directed by a Committee, also appointed by the President.
- *Big Thicket Day* is an annual event that celebrates the anniversaries of the founding of BTA and of the Big Thicket National Preserve and serves as a General Membership meeting.
- *West Gulf Coastal Plain/Big Thicket Science Conference* which takes place approximately every three to four years highlights current scientific research in the area. BTA has served in a fiduciary and logistics role for this event.
- *Thicket of Diversity (ToD)* Established in 2006 under the umbrella of the BTA, this comprehensive inventory of all living species is coordinated with the Big Thicket National Preserve and other conservation sites. It is operated as a Standing Committee answering to the BTA Board of Directors.
- *Big Thicket Field Research Station & Learning Center- Through a Partnership Agreement with Bath Thicket National Preserve*, BTA is responsible for the daily operation of the Field Research Station and Brammer House in Saratoga Texas to support scientific research in southeast Texas.

The Executive Director is responsible for overseeing the administration, programs, and daily operations of the organization. Other key duties include fundraising, marketing, grant writing and community outreach. The position reports directly to the Board of Directors. This position reports to the BTA’s office located in Beaumont, Texas. This is a salaried position commensurate with experience and other qualifications.

GENERAL RESPONSIBILITIES:

1) Board Governance:

- Responsible for leading BTA in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability:

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of BTA, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Work in collaboration with BTA's Certified Public Accountant in preparing of quarterly balance sheet, profit/loss reports, preparation of check requests, credit card expenses, bank reconciliations, IRS 990 reports, etc.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising, grant writing, solicitation of sponsorships, donations and developing other resources necessary to support BTA's mission.

3) Organization Mission and Strategy:

- Works with board, staff, and National Park Service to ensure that the mission is fulfilled through programs, strategic planning, and community outreach;
- Responsible for implementation of BTA's programs that carry out the organization's mission;
- Assists the Board with strategic planning to ensure that BTA can successfully fulfill its Mission into the future;
- Responsible for the enhancement of BTA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) Organization Operations:

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate;
- Responsible for effective administration of BTA's operations;
- Responsible for the hiring and retention of staff including contract personal utilized in operation of Neches River Adventures's "Ivory Bill" (a 45 ft pontoon boat operated under US Coast Guard regulations);
- Responsible for ensuring BTA is in compliance with relevant state and federal laws, regulations, and standard accounting procedures;
- When directed by Board of Directors, responsible for signing agreements and other instruments made and entered into and on behalf of the organization;
- Responsible for supervision of staff and contract employees.

Professional Qualifications:

- A bachelor's degree in Business Administration, Marketing, Finance, or bachelor's degree in related field of science with emphasis in management.
- Five or more years senior non-profit management experience preferred;
- Knowledge/familiarity with regional ecology and relevant conservation and political issues
- Strong capabilities and knowledge of MS Office Suite, Excel and Word is required;

- Strong capabilities and knowledge of SharePoint, Constant Contact, social media, and QuickBooks accounting software a plus.
- Transparent and high integrity leadership;
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting;
- Strong organizational abilities including planning, delegating, program development and task facilitation;
- Ability to convey a vision of BTA's strategic future to staff, board, volunteers, sponsors and donors;
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector is preferred;
- Skills to collaborate with and motivate board members, staff and volunteers;
- Ability to interface and engage diverse volunteer and donor groups;
- Demonstrated ability to oversee staff and collaborate with board of directors;
- Strong written and oral communication skills;
- Strong public speaking ability; a persuasive and passionate communicator with excellent interpersonal project skills;
- Shown past ability to work positively and with integrity in a mission-driven, self-directed style.

Job Responsibilities:

- Planning, preparation, and presentation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of BTA.
- Serving as BTA's primary spokesperson to the organization's constituents, the media, and the public.
- Establish and maintain good working relationships with Big Thicket National Preserve as well as various organizations throughout the state and utilize those relationships to strategically enhance BTA's Mission.
- Report to and work closely with the President and Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of BTA throughout the region.
- Supervise, collaborate with organization staff.
- Assists in strategic planning and implementation.
- Oversee marketing and other communications efforts.
- Provide oversight for BTA presence on social media and its web site.
- Assures staff and contract personnel maintain current licensing and certifications required by USCG, BTA and other regulatory agencies.
- Review and approve contracts for services as approved and directed by the Board.
- Other duties as assigned by the Board of Directors.

Description of Physical Demands and Work Environment

Physical Demands - While performing the duties of this position the employee is regularly required to sit for several hours, use hands to handle or feel and reach with hands and arms. Frequently required to stand, walk, stoop, kneel, crouch, and talk and hear. May need to lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment- While performing the duties of this position, the employee will be required to work in an office setting and may work on board a water vessel and conduct on-shore outdoor activities and outdoor public events. Outdoor activities will take place in the sub-tropical climate of southeast Texas. Noise levels are generally low. The outside environment includes blooming plants, plant saps, and other possible allergens. Tasks may require exposure to biting insects.

Non-Discrimination - *The Big Thicket Association does not and shall not discriminate since race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*