



LASSEN PARK FOUNDATION Executive Director Job Description

MISSION

"Lassen Park Foundation is an official nonprofit partner to Lassen Volcanic National Park. The Lassen Park Foundation provides philanthropic support to Lassen Volcanic National Park and invites all, especially youth, to experience and preserve the natural and cultural resources of this special place."

VALUES

- Stewardship: We are committed to the effective stewardship of Lassen Volcanic National Park and its environs.
- Inclusive and Diversity: We actively encourage diverse populations to enjoy Lassen, to attend our events, and to join our organization.
- Committed to Future Generations: We extend a "Passion for Lassen" to future generations by providing meaningful opportunities for youth to explore this extraordinary natural environment. We are a partner for challenged youth, actively ensuring that they have opportunities to camp in the park.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Lassen Park Foundation is seeking an **Executive Director**. The ideal candidate will share a great appreciation for Lassen Volcanic National Park and lead the Foundation with energy and focus. Reporting to the Foundation Board, this position will develop and implement a comprehensive development program designed to meet fundraising goals and revenue growth of Lassen Volcanic National Park and the Foundation; and provide vision, leadership, strategic direction, and administrative oversight of the Foundation and its staff. This description does not provide a comprehensive list of all job duties; the Executive Director will also perform other duties, as necessary. This is a salaried exempt position. The Foundation is an equal opportunity employer and follows all applicable laws and regulations affecting its employees.

Essential Duties and Responsibilities:

1. Facilitating Long-Range Strategy and Planning That Drive Consistent and Timely Progress Toward Mission by:

- a. Assisting the LPF Board in its strategic visioning and planning, to develop goals, objectives, policies, and operational plans for LPF.
- b. Supporting the work of the LPF Board and its committees.
- c. Supporting the Board in the recruitment, orientation, and retention of new Board members.
- d. Working closely with the Board Chair to coordinate the work of the Board.
- e. Overseeing the preparation of Foundation Board and committee agendas and minutes.
- f. Providing leadership, coordinating strategies, and working collaboratively with the Board to prioritize their fundraising needs and responsibilities.

2. Supporting Fund Development Efforts That Result in Organizational Financial Growth by:

- a. Overseeing all fund development activities including events, direct mail, email, social media, grant writing, major donors' solicitation, corporate sponsorships, workplace giving, planned giving, commemorative gifts, and other means.
- b. Actively seeking and maintaining a diverse donor base of individual, business, foundation, and government segments.
- c. Demonstrated success in acquiring organizational support through successful grant applications and general fundraising.

3. Organizational Integrity and Operation Through Sound Administrative Management by:

- a. Hiring, supervising, and retention of competent, qualified staff.
- b. Providing effective administration of Foundation operations.
- c. Ensuring that the Lassen Park Foundation has the appropriate systems, physical space, and technology to operate efficiently and effectively within LPF Board-approved policies and procedures.

4. Supporting Public Relations/Advocacy Efforts that Represent the Purpose and Perspective of LPF by:

- a. Identifying opportunities to communicate the organization's mission clearly and concisely.
- b. Representing LPF in all media relations by participating in interviews, developing press releases, and all other media-type engagements.
- c. Publicizing the work of the LPF by supervising and creating content for newsletters, annual reports, and other materials.

5. Exercise Responsible Financial Stewardship by:

- Overseeing the fiscal management of LPF, including developing and implementing LPF Board-approved sound financial policies, budgets, and practices and preparing all financial documents required for LPF Board oversight.

- Ability to analyze financial reports and alert board of anomalies or potential problem areas.

Ideal Qualities:

- Sound working knowledge of Fund Accounting and Budgets.
- Demonstrated success in effectively leading change and organizational growth through strategic planning and the ability to articulate and sustain the vision and direction of the organization.
- Demonstrated organizational skills including the ability to plan organization-wide activities and events (setting objectives, developing strategies, budgeting, developing policies and procedures) and organizing the functions necessary to accomplish the activities and events.
- Personal qualities include integrity, commitment to LPF mission, respect for diversity, and the ability to inspire and motivate.

STAFF SUPERVISION

.5 FTE Administrative Assistant

1.0 FTE Fund Development Office FTE

Requirements

- Excellent Accounting skills to include financial reconciliation and experience with QuickBooks. A working knowledge of 'classes' within QuickBooks is a plus.
- Excellent letter writing and public speaking skills.
- Ability to prioritize and multi-task, manage projects, and use sound judgment in making decisions.
- An understanding of the operations of nonprofit organizations.
- Experience working with Boards, volunteers, and civic and business leaders in a collaborative manner.
- Extensive experience with social media.
- Ability to use or learn Microsoft Office Suite, Google Office Applications, Neon, Adobe Creative Suite, Backblaze, Zoom, Doodle, Mailchimp, Neon, and Greater Giving.

QUALIFICATIONS

Education Required:

- Bachelor's Degree in Finance, Nonprofit Administration, or Management preferred.

Experience Required:

- Five (5) years of increasingly responsible management or administrative experience in development or nonprofit administration.

For more information or to submit a resume contact: jean@lassenparkfoundation.org