

SOCIETY FOR ECOLOGICAL RESTORATION

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November 28, 2011.

The Society for Ecological Restoration in Washington, D.C. is currently seeking an Executive Director. This position is open until filled.

Job Title: Executive Director

Organization: The Society for Ecological Restoration (SER) is a registered 501c3 not-for-profit organization with a diverse international membership. As a global network of restoration professionals, SER advances knowledge-based, participatory approaches for the repair and recovery of degraded ecosystems.

Mission: To promote ecological restoration as a means of sustaining the diversity of life on Earth and re-establishing an ecologically healthy relationship between nature and culture.

Background: SER was founded in 1988 and has over 2,000 members and partners in more than 60 nations. We have 13 chapters serving states, provinces and regions of North America, Europe, and Australasia, and are actively expanding our presence in Latin America and Africa. SER serves the growing field of ecological restoration by facilitating dialogue among restoration practitioners, encouraging research, promoting awareness of and public support for restoration, contributing to public policy discussions, recognizing those who have made outstanding contributions to the field, and promoting ecological restoration around the globe. Our conferences, workshops, publications, and international collaborations help facilitate the multiple interfaces between restoration science, policy and practice.

SER has an operating budget of approximately \$500,000. The Executive Director's salary is offered in accordance with the operating budget; a bonus

structure based upon sponsorships generated is negotiable. The Society provides a full health and benefits package.

Reporting relationship: The Executive Director reports to the Chair of the Board of Directors.

Job location: Washington, D.C.

Job description: The Executive Director is responsible for the professional management and leadership of the Society and for securing funding for SER initiatives and operating expenses. S/he will implement the Society's policies, programs, and strategic plan and provide leadership to advance the Society's mission. The Executive Director, working in concert with the Board of Directors, SER staff, SER members, chapter leaders, volunteers, and partners will advance SER's position as the primary source of expertise on issues related to ecological restoration worldwide. S/he will develop budgets and effectively manage funds, write development plans, and pursue funding opportunities to support operating expenses, strategic initiatives, and investments. S/he should have the capability to direct the implementation of stated programs and initiatives with minimal resources and to achieve success.

The Executive Director will initially focus on these target areas, in addition to his/her regular responsibilities:

- Increase, diversify, and strengthen the Society's funding sources; develop fundraising plans; and solicit donations and grants to balance budgets and advance strategic goals/initiatives;
- Increase the Society's visibility and expand the membership base;
- Provide direction, input, and oversight for new website development, and associated media and marketing outreach;
- Enhance the capacity of the Board of Directors and support their needs as they advance Society initiatives;
- Provide direction to implement the Society's Practitioner Certification Program;

- Assist staff in supporting chapter needs, including revising individual chapter agreements and legal paperwork;
- Infuse energy into the Society's 25th anniversary and conference in Madison, Wisconsin, in 2013;
- Recruit, motivate, and engage a variety of partners in advancing global ecological restoration initiatives.

Qualifications and Experience: The ideal candidate will have experience as a leader managing a small staff in diverse tasks within a nonprofit environment. The following is a list of basic requirements:

- Minimum of five years proven leadership experience, including effective staff management skills
- Proven fundraising experience
- Strategic planning experience
- Experience developing and managing complex budgets
- Experience serving on, or working for, an active Board of Directors
- Knowledge of environmental issues and commitment to the field of ecological restoration
- Ability to effectively represent SER to potential partners, sponsors, members and volunteers, as well as the general public
- Excellent written and oral communication skills
- Multi-cultural sensitivity
- Fluency in English (proficiency in other languages desirable, e.g. Spanish, French)
- High energy
- Willingness and ability to work from an office in Washington, D.C.

- Willingness to travel up or more than 60 days per year, within the U.S. and internationally
- Computer literacy in Microsoft applications and technological self-sufficiency
- Candidates must be able to walk up three flights of stairs
- Candidates must be able to legally work in the United States

Responsibilities:

Leadership

Remains calm, tactful, and thoughtful under pressure and promotes an organizational culture that fosters passion for the mission, enhances teamwork, and furthers the effectiveness of the Society. Prioritizes strategic plans and work plans to effectively execute the goals of the Society. Provides strong leadership while working in a consensus building environment with the Board of Directors. Garner respect and is respectful to directors, staff, members, and partners. Creates a cooperative work environment for staff.

Fiscal management

Works with staff, Board of Directors, Treasurer, Finance Committee, and accountant to prepare and manage budgets and ensure that the organization operates within stated budget guidelines. Works with members of the Executive Committee of the Board of Directors and the accountant to review and manage contracts, manage reporting systems and other tasks associated with grants and foundations, conduct official correspondence, execute legal documents, and perform a range of other finance-related tasks required to ensure the Society's long-term viability.

Fundraising

Implements strategies to increase the Society's fundraising capacity and sustain a diverse funding base. Implements strategies to expand the organization's membership base, increase individual donor capacity and

secure foundation support. Increases the visibility of the Society with potential donors. Writes and reviews funding proposals and effectively communicates the Society's mission and activities to potential funders.

Outreach and Marketing

Serves as a strong and inspiring voice of the Society through interactions with members, chapters, donors, directors, and partners. Represents the Society with professionalism and grace and instills confidence in the organization's leadership. Works with staff to develop marketing materials that reflect SER's mission and activities, and actively seeks opportunities to expand outreach and marketing activities. Develops appropriate communications to express SER's position on policies, education, or other public initiatives related to restoration. Working with the editors, ensures that the Society's academic journal *Restoration Ecology* (Wiley-Blackwell), book series with Island Press, newsletters, and e-bulletins appropriately represent the Society and are managed to their greatest potential for the benefit of readers and the organization as a whole.

Human Resources and Operations

Upholds personnel policies and supervises 3-5 staff. Supervises and delegates multiple tasks, including policy, fundraising, membership management, communications, and committee management. Balances strategic initiatives and operating tasks with available resources to ensure a well-functioning and healthy office environment. Communicates clearly and professionally with staff, and inspires confidence and respect from staff, directors, volunteers, and contractors. Manages recruiting, hiring and dismissal of employees, performance reviews, timesheets, payroll, training, and facilities for employees.

Board Development and Management

Maintains clear lines of communication with international Board of Directors and committee members. Maintains board meeting schedules and plans agendas for meetings, communicates weekly with Board Chair, and inspires confidence and initiates action among board members. Mediates conflicts as necessary and upholds Society bylaws. Enhances board effectiveness, participation, and development by seeking funding for board meetings, recruiting new board members, and participating in committee activities to advance the Society's mission.

Institutional Partnerships

Maintains effective communication with partners of the Society, including international bodies of which SER is a member. Positions the Society as the recognized leader in the promotion of ecological restoration through strong partnerships and effective communication.

Please submit a resume and cover letter with salary requirements, and address all inquiries to: Mary Travaglini, Interim Executive Director, mary@ser.org or call [\(202\) 299-9518 x1](tel:(202)299-9518)