



Executive Director Job Description

Comal County Conservation Alliance (CCCA), a 501(c)(3) nonprofit organization founded in 2018, is seeking a dynamic Executive Director to lead the organization into its next chapter. CCCA is a young but energetic organization that has been an all-volunteer group, led and managed by a volunteer Board of Directors, since its inception. The Executive Director will guide the organization through the transition to become staff supported and managed as we continue to bring awareness and a conservation perspective to the residents of the county, in support of CCCA's mission to *preserve the land, water, and wildlife in Comal County*.

Overview

The Executive Director is responsible for successful management of the organization, including administration, fundraising, and program oversight. The Executive Director serves as a spokesperson for the organization and represents its values and mission at all times. The Executive Director reports to the Board of Directors, oversees staff, and assists Standing Committee Chairs.

Community Relations and Education Responsibilities

- Ensure CCCA Friends, Partners, and stakeholders are kept informed of CCCA's work in the community.
- Maintain good working relationships and collaborations with community groups, partner organizations, funders, government officials, community leaders, and related regional organizations.
- Attend pertinent public meetings and hearings that address topics related to CCCA's mission.
- Participate in regional efforts such as watershed plans, habitat conservation plans, land protection, landowner outreach, and other relevant coalitions.
- Focus efforts to increase citizen awareness of the need for land protection.
- Coordinate Standing Committee projects and activities to ensure effective community education.

Financial Management and Fundraising Responsibilities

- Collaborate with Board of Directors to prepare an annual comprehensive budget.
- Lead effort to secure adequate funding for the operation of the organization.

Essential Qualifications

- Knowledge of land conservation issues, challenges, and options in the Hill Country.
- Strong organizational and management skills.
- Effective public speaker with excellent written and verbal communication skills.
- Action-oriented, self-starter, effective leader and motivator.

Desired Qualifications

- Prior experience in organizational leadership.
- Environmental or conservation experience.
- Degree in environmental or public policy, environmental science, or natural resources.

Compensation

Full-time exempt employment based in Comal County with flexible work schedule including some nights and weekends. Salary range \$60,000 - \$80,000; salary and benefits commensurate with experience.

Applications

Applications will be reviewed as they are received. Desired start date is January 2023.

The Comal County Conservation Alliance is proud to be an Affirmative Action and Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered.

Please send a cover letter, resume and three references to Elizabeth Bowerman, Board President, at info@comalconservation.org, with the following Subject Line:

APPLICATION FOR EXECUTIVE DIRECTOR POSITION.

No phone calls. Position open until filled.