

MendoParks

Executive Director

Organization

MendoParks is a 501c3 nonprofit organization whose mission is to inspire and ensure stewardship of 10 California state parks in Mendocino County. As the primary local nonprofit partner to California Department of Parks and Recreation (California State Parks), we support our parks by providing educational programs and activities, park improvements, and by managing the operations of the Visitor Centers at Van Damme, MacKerricher, Greenwood, and Navarro River Redwoods. The organization is supported through private donations and grants which will result in an annual operating budget of \$302,000 in 2023. The MendoParks main office is located in scenic Mendocino, California inside the historic Ford House on the Mendocino Headlands.

MendoParks is excited to welcome a new Executive Director to the team in 2023. The organization seeks a visionary, movement-building leader who is passionate about parks, outdoor stewardship, and who has the knowledge and experience to lead and grow a nonprofit organization. With a small staff and group of year round and seasonal volunteers, this is an ideal role for someone who is hands-on, enjoys engaging with the public, and thrives in a nimble, nonprofit environment. The ideal candidate is a strong leader with clear communication skills who has experience as a leader and fundraiser in the nonprofit sector. This is a full-time, salaried role that includes a benefit package. This position is based in Mendocino, CA and reports to the Board of Directors.

Job Duties and Responsibilities

Leadership and Operations

- Oversee all aspects of running a nonprofit organization
- Develop and ensure the successful execution of the organization's Strategic Plan
- Manage all hiring, training and subsequent supervision of MendoParks staff
- Partner with Board of Directors to ensure the organization is fiscally successful and achieves its mission
- Build strong relationships with various State, County and local jurisdictions/departments, and with local businesses and organizations to support the MendoParks mission
- Partner with Board leadership to periodically recruit and welcome new members of the Board of Directors

Fundraising

- Act as the primary fundraiser for the organization by leading the planning, organization and direction of MendoPark's fundraising programs
- Set the annual fundraising budget for the organization each year in coordination with the Board of Directors; track, and produce reports on fundraising expenses and revenue throughout the year
- Manage individual and annual giving, major gifts, membership, foundation grants, business sponsorship, and legacy gifts in a way that meets and grows over time, the annual revenue goals of the organization
- Grow a portfolio of major organizational donors and investors both locally and outside the region
- Work with the MendoParks event committee to plan and execute annual fundraising events
- Oversee the organization's development operations, including the strategic and dynamic use of the constituent database (Network for Good) to steer donor communication initiatives, track donor contributions, and promote data-driven decision making

Budget and Finance

- Prepare and monitor the annual budget
- Present the annual budget to the Board of Directors for approval
- Review financial reports with the Board of Directors during regular Board meetings
- Prepare an annual report for submission to California State Parks

Program Management

- Oversee the successful execution of projects as identified in Annual Plan (developed in coordination with California State Parks and the Board of Directors)
- Maintain consistent communication with California State Parks staff and other park vendors
- Review progress and regularly prepare status reports on ongoing and/or completed park projects and programs

Education and Volunteer Programs

- Oversee educational and volunteer programs, including educational publications, visitor center programs and activities, educational exhibits and programs, community outreach, and the organization's participation in community events such as the annual Big River Cleanup Day at Big River State Park

Desired Qualifications

- 3+ years of experience (or equivalent) as a nonprofit professional with a background in the management of people and teams
- 3+ years of experience (or equivalent) successfully managing fundraising initiatives or programs
- Experience working with and reporting to a Board of Directors
- A self-starter with a demonstrated ability in coordinating and supporting members of the Board and volunteers to raise funds and promote the organization in the community
- An exceptional communicator both written and verbal
- Demonstrated knowledge and experience using technology to communicate and manage day-to-day organization business. This includes MS Office Suite and Google Workspace. Experience using Network for Good or similar database highly preferred
- Must be able to work occasional evenings and weekends
- Located or willing to relocate to the Mendocino coastal region
- Knowledge or interest in parks, conservation, or outdoor education a plus but not required

This is a full-time (40 hours/week) role with a salary range of \$65,000 - \$70,000. MendoParks also offers a benefits package that includes five (5) weeks PTO in the first year, 8 paid holidays, and a \$5,000 annual health benefits stipend.

Application Process

To apply for the role of Executive Director, please submit a recent resumé and cover letter detailing why you are the right fit for MendoParks via email to jobs@sidestreetconsulting.com no later than January 27, 2023. Please use the subject line "MendoParks Executive Director" in your email. Incomplete applications will not be considered. For more information on MendoParks visit www.mendoparks.org.

Equal Opportunity

MendoParks embraces a diverse, inclusive, and equitable workplace where all employees, board members, and volunteers feel valued and respected, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or physical abilities. We welcome applicants from diverse backgrounds and experiences to apply.

Work Environment

This position regularly sits or stands for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling;

constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public, frequently reads and interprets agreements and other documents. Constant sitting in office chair, keyboarding, and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one place to another. A valid driver's license is required.