Our mission is to preserve, conserve and restore native plants and native plant communities of Florida.

EXECUTIVE DIRECTOR JOB DESCRIPTION

Job Title: Executive Director
FLSA Status: Exempt, Full Time
Reports to: FNPS Board President in support of the Board of Directors
Supervises: Staff of 2-3 and contracted services including administration, bookkeeping, data management and other contractors
Organization: Florida based nonprofit membership organization with 5000+ members and 33 Chapters statewide
Salary: $70,000 and stipend for benefits
Location: Must reside in Florida and work from home or virtual office
Hours of Operation: Must be willing to work flexible hours for evening meetings and weekend events

Key Responsibilities

Organizational Leadership and Business Management

● Collaborate with the Board, Council of Chapters, and staff in strategic planning and vision design implementation and evaluation
● Builds and maintain strong working relationships with the Board of Directors, Chapter leadership, staff, and partner organizations
● Direct FNPS efforts to grow membership and support Chapters through coordination with the Council of Chapters. Attend Council of Chapters monthly meetings.
● Lead staff and contractors to effectively execute the FNPS mission goals within the annual budget. ED is responsible for hiring, firing, and supervision of FNPS staff.
● Oversee the recruitment of contractors and obtain bids and quotes. ED is responsible for agreements, proof of insurance, supervision, and termination of contractors.
● Direct organizational development through team building, professional employee development, relevant compensation and benefits.
● Support the operations and administration of the organization by advising and informing its board members, recommending policy, and providing clear and accurate reports for the board to effectively monitor the organization’s progress.

Board Relations and Development

● Collaborate with the Board of Directors and its leadership to conduct effective meetings, strategic planning sessions and any special sessions.
● Report financial and program information to the Board on a regular basis: prepare draft annual budget for review and approval, provide ongoing financial management and reporting in coordination with the finance committee and assist in the preparation of the annual tax return in conjunction with FNPS CPA
● Work closely with the Board to ensure it is representative of the community and its members
have the needed skills and experience to create long term sustainability of the organization

- Assist with board training, development, recruitment and fundraising efforts

**Fund Development**

- Serve as the Chief Fundraiser and direct mission-related fundraising campaigns, capital campaigns, grant fundraising, major donor programs, and seek partnerships with potential public and private organizations and donors statewide
- Create a coordinated fund development and campaign calendar
- Develop and implement a donor stewardship plan
- Create fundraising campaigns for major and legacy gifts, stock and land donations, Donor Advised Fund giving
- Develop and maintain positive relationships with members, Council of Chapters, Chapters, donors, partners, and sponsors.
- Research and apply for grants related to the FNPS mission that will assist in the growth and development of the organization and its programs
- Oversee management of all aspects of any grants, including all reporting requirements, all reports and BOD update

**Community Engagement**

- Serve as the Chief Ambassador to share the FNPS mission, programs, and impact throughout Florida
- Regularly speak at public meetings, conferences, local and state government meetings, and with the media, funding agencies and sponsors
- Seek out partnerships and collaborations to further the FNPS mission
- Regularly visit FNPS Chapters throughout the state and advise Chapter leadership on membership growth, fundraising and other opportunities
- Oversees the Annual Conference by collaborating with the FNPS staff, contractors, and Chapters to select Annual Conference location, coordinate conference planning and logistics, program development, sponsorship, speakers, volunteer coordination and conference registration

**Financial Management**

- Responsible for keeping accurate records related to financial and legal matters, and for records retention in accordance with FNPS policy.
- Provide up-to-date financial and budget reports and statements to the Board and Executive Committee. Respond to inquiries from President, VP of Finance and Treasurer regarding financial and accounting matters
- Responsible for record keeping, tracking, and acknowledgement of FNPS donors and members, including supervision of staff and/or contractors involved with these tasks. Reports donor and member summary reports to the Board.
- Responsible for ensuring production of the FNPS Annual Report, during the first quarter of the following year for distribution to the membership and public.
Required Qualifications:
- Passion for the Florida ecosystems and strong interest in native plants and their habitats.
- Bachelor’s degree in natural or environmental sciences, resource management, sustainability, nonprofit management or demonstrated work experience. Master’s degree is a plus.
- Five or more years in a senior leadership role with a non-profit, government, education, or private sector organization
- Personnel experience with demonstrated organizational abilities including planning, delegating, facilitating, evaluating staff and programs.
- Demonstrated financial management skills including analysis and decision making
- Demonstrated experience working with volunteers

Required Experience:
- Demonstrated ability to work with a Board of Directors and working knowledge of board governance best practices
- Strategic and operations planning, financial management, and budgeting
- Dynamic public speaker with ability to be the Chief Ambassador for FNPS and its mission who will eagerly seek opportunities to share the FNPS mission and impact
- Demonstrated ability to generate new revenue streams and improved financial results.
- Proven success in establishing high level relationships or partnerships with funders, agencies, or collaborators
- Demonstrated success with securing legacy and/or major gifts and/or endowment gifts
- Working knowledge of fundraising and donor management systems

Desired Experience:
- Demonstrated experience with grant research, writing, management, and reporting
- Knowledge of Florida natural communities and land management techniques
- Advocacy experience
- Experience with legacy/major gift and/or estate planning fundraising methods

Desired Knowledge/Skills/Abilities:
- Collaborative leadership style and team building skills
- Sound business judgment and decision making skills
- Strong understanding of financial reports and ability to communicate financial information to the Board of Directors, Chapters, and key stakeholders.
- Strong knowledge of native plants and their habitats and desire to participate on FNPS field trips and educational programs during Chapter visits
- High integrity with a strong work ethic
- Ability to manage Google Workspace, QuickBooks online, and a working knowledge of CiviCRM or similar constituent relationship management software.
- Proficiency with professional software programs such as Word, Excel, PowerPoint and virtual meeting platforms such as Zoom, Google Meet, or WebEx.

Terms of Employment:
- Successful candidate must reside in or move to Florida, be able to travel within Florida, able to work from a home office as their base of operation and be willing to work flexible hours including nights and weekends as required.
- Salary is $70,000.00 and a stipend for benefits
- PTO includes 14 days and national holidays
- The successful Candidate will be required to sign a non-disclosure agreement, and understand that all material developed, managed, or promoted belongs to the Florida Native Plant Society.
- There will be a 90 day performance review and yearly evaluations thereafter
- Background check and drug test are required upon acceptance of the position

How to Apply:

- Send a cover letter explaining your interest and qualifications and a copy of your resume/CV resume to EDsearch@fnps.org
- Applications will be accepted until position if filled
- Candidates who advance to final interviews will be asked to submit professional references.
- FNPS is an Equal Opportunity Employer and is committed to Diversity, Equity and Inclusion among its staff, Board of Directors, and membership.

Please send any inquires about the position to EDsearch@FNPS.org

March 2, 2022