



## EXECUTIVE DIRECTOR JOB DESCRIPTION

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### About Florida Native Plant Society (FNPS)

FNPS is a nonprofit organization whose mission is to champion Florida's native plants and their habitats. Established in 1980, FNPS has over 6000 members and 32 chapters across the state. Our programs include education, research, conservation, and advocacy, delivered by staff, chapters, and volunteers.

### Summary

Reporting to the Board of Directors, the Executive Director (ED) has the operational and strategic responsibility for the Florida Native Plant Society's operations, compliance, programs, and development, in order to execute the mission. The ED shall navigate the complex organizational structure of FNPS, establishing and maintaining a collaborative approach to management and program development that emphasizes cooperation, communication, delegation, and mutual trust. FNPS is an Equal Opportunity Employer and is committed to Diversity, Equity and Inclusion among its staff, Board of Directors, and membership.

### Key Responsibilities

#### Organizational Leadership

- Collaborates with the FNPS Board, Council of Chapters, and other stakeholders in strategic planning, implementation, and evaluation
- Builds and maintains strong working relationships with the Board of Directors, chapter leaders, staff, and partner organizations
- Leads staff and contractors to effectively execute the FNPS mission goals within the annual budget.
- Serves as the Chief Ambassador to share the FNPS mission, programs, and impact throughout Florida at public meetings, conferences, local and state government meetings, and with the media, funding agencies and sponsors
- Seeks out partnerships and collaborations to further the FNPS mission.
- Visits FNPS chapters throughout the state and supports chapter leadership with operational and development opportunities

#### Board Relations and Development

- Collaborates with the Board of Directors to conduct effective meetings, strategic planning sessions, and any special sessions
- Reports financial and program information to the Board
- Prepares annual budget for review and approval and assists in the preparation of the annual tax return in conjunction with the FNPS Certified Public Accountant (CPA)
- Collaborates with the Board to ensure they have the needed skills and training to create long term sustainability of the organization

#### Development

- Serves as the Chief Fundraiser and directs mission-related fundraising campaigns, capital campaigns, grant fundraising, legacy and major donor programs
- Creates a coordinated fund development and campaign calendar
- Develops and implements a donor stewardship plan

- Applies for grants related to the FNPS mission
- Oversees management of grants, including compliance with all delivery and reporting requirements
- Directs FNPS efforts to grow membership and build the community

### Program Delivery

- Collaborates with committees to coordinate delivery of conservation, research, education, and policy programs
- Collaborates with conference committee, staff, and contractors to ensure successful delivery of FNPS conference

### Operations and Financial Management

- Responsible for the recruitment, professional development, and supervision of staff and contractors
- Oversees staff and contractors to manage all operations, including systems, compliance, data management, quality, customer service, and communications
- Responsible for all day-to-day financial management, in collaboration with bookkeeper
- Responsible for record keeping, tracking, and acknowledgement of FNPS donors and members, including supervision of staff and/or contractors involved with these tasks
- Responsible for keeping accurate records related to financial and legal matters in accordance with FNPS policy
- Responsible for ensuring production of the FNPS annual report

### Required Qualifications:

- Bachelor's degree in natural or environmental sciences, resource management, sustainability, nonprofit management, business administration, or relevant 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

### Required Experience and skills:

- Passion for Florida ecosystems, native plants, and their habitats
- Personnel management experience, including planning, delegating, facilitating, evaluating staff
- Demonstrated financial management skills including analysis and decision-making, with a strong understanding of financial reports and ability to communicate financial information
- Demonstrated experience working with and engaging volunteers
- Demonstrated ability to work with a Board of Directors and knowledge of board governance best practices
- Strategic and operations experience, specifically planning, financial management, and budgeting
- Confident 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, and collaborators
- Demonstrated success with securing legacy and/or major gifts and/or endowment gifts
- Demonstrated experience with grant research, writing, management, and reporting
- High integrity with a strong work ethic
- Experience with Google Workspace, QuickBooks Online, and knowledge of database management software
- Proficiency with programs such as Word, Excel, PowerPoint and virtual meeting platforms such as Zoom

### Desired Experience and skills:

- Knowledge of Florida natural communities and land management techniques
- Advocacy experience
- Experience with legacy/major gift and/or estate planning fundraising methods

### Terms of Employment:

- **Job Title:** Executive Director
- **FLSA Status:** Exempt, Full Time
- **Reports to:** FNPS Board President in support of the Board of Directors
- **Supervises:** Staff of 3 and other contracted services

- **Salary:** \$70,000- \$80,000 per year, commensurate with skills and experience
- **Benefits:** Paid time off for holidays observed by the Federal Government and following 3 month probationary period, 20 days PTO accrued per year. Stipend available for healthcare and / or pension expenses
- **Location:** Must reside in Florida and work from home or virtual office. Travel throughout Florida is expected
- **Hours of Operation:** Must be willing to work flexible hours for evening meetings and weekend events

### How to Apply:

- Send a cover letter explaining your interest and qualifications with a copy of your resume to [HR@fnps.org](mailto:HR@fnps.org)
- Applications will be accepted until June 30, 2024
- Candidates who advance to final interviews will be asked to submit professional references