

OPPORTUNITY: Executive Director - Bowman's Hill Wildflower Preserve

POSITION SUMMARY

Bowman's Hill Wildflower Preserve [Preserve] is seeking an experienced Executive Director to lead a growing nonprofit organization in environmental conservation and stewardship by providing strategic leadership and putting forward goals for the organization as a whole, engaging staff, board, and stakeholders. Reporting to the Board of Directors, the Executive Director is responsible for leading the Preserve and driving its success to be recognized as a best-in-class organization, and establishing and maintaining a culture that embraces diversity, equity and inclusion of all persons. Guided by the Preserve's mission, vision and strategic plan the Executive Director plans, organizes and leads the operational, financial, fundraising, public relations and administrative functions of the organization.

THE POSITION

The Executive Director (ED) is responsible for overall management of Bowman's Hill Wildflower Preserve in accordance with its mission and strategic objectives as established by the board of directors. This includes assuring protection of the property and native plant collection, providing leadership to staff and volunteers, and engaging donors and strategic partners to fulfill the fundraising goals.

To achieve these goals the ED is responsible for the development of an annual plan and budget and to execute the plan within the approved operational budget.

The Executive Director reports to and liaises with the Board of Directors.

The position is based in New Hope, Pennsylvania.

RESPONSIBILITIES

Operational Leadership and Fiscal Administration

- Create an inclusive environment and positive culture where staff is engaged, achievements are recognized, and accountability and teamwork are fostered.
- Provide leadership to advance the Preserve's mission by expanding programs and events, the native plant nursery and outreach.
- Maintain the native plant collection and the associated museum accreditation by assuring the development, care, record keeping and interpretation of the Preserve's collection according to established standards.
- Manage and develop staff to deliver on the annual plan and stay abreast of trends and technology to maintain efficiency and build their skills. Conduct annual reviews of staff.
- Manage the day-to-day operations of the Preserve and oversee the facility by following best practices in conservation and land management
- Develop and maintain policies and procedures that ensure the Preserve is conducting itself in accordance with federal, state and local regulations and best practices.
- Serve as staff liaison to the board. Attend board meetings and clearly communicate the progress of the organization based on the annual plan and budget.
- Continue to nurture the relationship with the Pennsylvania Department of Conservation and Natural Resources [DCNR].

Philanthropy Development & Public Awareness

- Set and achieve annual fundraising goals that allow the Preserve to fulfill its operational goals.
- Lead the fundraising and development work of the Preserve; build relationships with current and prospective donors.
- Inspire and engage donors and volunteers to support and serve as ambassadors to the Preserve.
- Lead/participate in donor and special events by being the voice of the Preserve.
- In conjunction with the Board, develop relationships within the community focused on building collaboration and partnerships that support the mission of the Preserve.
- Engage in networking opportunities in the community that will create greater awareness of the Preserve and increase its reputation in the community.

PROFESSIONAL QUALIFICATIONS

- Minimum of 7 years experience in a nonprofit organization with a focus on environmental conservation and preservation.
- Science-based bachelor's degree required. MS or MBA preferred.

OTHER QUALIFICATIONS

- Strong leadership skills to drive the advancement of the organization to achieve its mission by building on the annual and strategic plans and leverage the core strengths and identify and improve areas of weakness in the organization.
- Demonstrated strong managerial and leadership skills, act as the chief motivator to staff, volunteers and committees in building strong organizational culture.
- Be well versed in the best practices of nonprofit leadership.
- Desire to join a collegial, passionate community, with a first-hand understanding of the culture of a small nonprofit team environment.
- Strong aptitude for verbal and written communication, presentation and relationship development.
- Proficiency with technology including, but not limited to, Microsoft Office suite.

THE ORGANIZATION

Bowman's Hill Wildflower Preserve was founded in 1934 with a mission to inspire the appreciation and use of native plants by serving as a sanctuary and an educational resource for conservation and stewardship. It is a member-supported nonprofit organization that has come to be recognized as a local treasure, a state resource and a national institution. Known regionally for its community-based programming, it is considered a statewide source for native plants and is the only accredited museum in the nation focused exclusively on native flora.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background checks.

Send cover letter and resume to Patty Cook, Managing Director at Dunleavy and Associates:
pcook@matchingmissions.com