



## **POSITION ANNOUNCEMENT**

**Position Title: Director**

**Position Status: Salaried (exempt position), full-time, regular.**

**Compensation: Compensation will be commensurate with skills and experience.**

**Position Location and Environment:** The Director position is currently FOMR's only staff position and is based at FOMR's nature center located at Malheur National Wildlife Refuge headquarters, 32 miles SSE of Burns, Oregon. The Director is expected to travel (at his/her own expense) to local meetings. Some weekend and evening hours are required.

**About Friends of Malheur National Wildlife Refuge (FOMR):** FOMR was formed in 1999 and is an independent non-profit 501 (c)(3) corporation with the mission of supporting Malheur National Wildlife Refuge. Friends of Malheur National Wildlife Refuge promotes conservation and appreciation of natural and cultural resources at Malheur Refuge through education, outreach, advocacy and on-the-ground stewardship. We carry out refuge projects which improve wildlife habitats, provide public education opportunities and enhance the refuge's visitor services. FOMR is currently in the process of transitioning from a Board directed organization to an organization lead by a staff Director. For more information about the organization, visit our website at <http://www.malheurfriends.org>.

### **Position Description**

#### **I. Administration and Management**

The Director is responsible for overall management of the organization, including day-to-day FOMR administrative and business operations, nature center and retail store operations, membership development and management, office administration, annual and project budgeting and volunteer recruitment and supervision for the nature center and work projects; including training, scheduling, managing day-to-day volunteer activities, tracking volunteer data and hours contributed, and nurturing the program. The Director works in close partnership with the Board of Directors to meet all financial, legal and policy requirements of the organization and to meet all requirements pertaining to operating in partnership with Malheur National Wildlife Refuge and Refuge staff.

#### **II. Nature Center**

The Director manages our Crane's Nest Nature Center operations and programs including maintaining exhibits, overseeing education programs, tours and events, keeping visitation records, managing information boards and publications and providing general visitor outreach. The Director provides leadership and works with the Board in developing interpretive exhibits, education programs, tours and events.

### **III. Nature Store Operations**

The Director manages the Crane's Nest Nature Store including recruiting, training and supervising volunteers assigned to the nature store, overseeing opening and closing procedures, cleaning/maintaining facilities and exhibits, keeping visitation records, managing bulletin boards, information desk and general outreach, performing basic building maintenance and/or informing refuge staff of maintenance needs, ordering and stocking inventory, and cash management including reconciling daily sales and making bank deposits.

### **IV. Membership Program Development and Management**

The Director manages the membership program and leads the Board's membership committee in developing strategies to expand the membership base and then implements those strategies. Membership program management includes:

- Maintaining the FOMR's membership, donor and supporter databases, and ensuring that all records are accurate and up-to-date. Preparing and executing membership renewals, and membership correspondence.
- Executing membership base building strategies approved by the Board.

### **V. Financial Management**

The Executive Director works with the Board Treasurer to develop and manage the annual budget, oversees daily income and expenditures, and in coordination with the Board Treasurer compiles internal and external fiscal reports that comply with the organization's non-profit and grant reporting requirements.

### **VI. Fundraising**

The Director is responsible for providing fundraising leadership and working with the Board in securing the funds necessary to achieve the objectives of FOMR's Annual Work Plan and long-term Strategic Plan. Specific responsibilities include:

- Provides leadership in working with the Board to develop and implement a successful strategy to expand FOMR's base of donors including Individuals, corporations, foundations and regional organizations with a goal of securing long-term financial sustainability.
- Identifies grant opportunities and writes grants to secure new sources of operating revenue and project support.
- Prepares and executes year-end giving appeals and other periodic fundraising appeals that may be required.

### **VII. Board and Partner Communications**

The Director is responsible for developing and maintaining effective internal Board communication and effective communication between FOMR and the Malheur Refuge staff and other local and regional partners.

### **VIII. Annual Work Plan and Administration**

The Director works with the Board and refuge staff to develop an annual work plan for Board approval. The Director implements and manages the annual program priorities and evaluates the program success and reports at least quarterly to the Board.

### **VIII. Communications and Public Relations**

The Director is responsible for managing most organization communications including the website, monthly electronic newsletter, special announcements and publications. The Director represents FOMR to the public and media. This includes making presentations to refuge visitors, leading tours, giving talks at regional meetings of wildlife organizations and providing information to the media. The Director

assists Refuge staff with planning and implementation of special events as assigned, including with public outreach and education activities with a focus on the Refuge's aquatic health program and interpretive plan, including assisting with teacher workshops, accompanying/leading field trips, and providing feedback for program evaluation.

**Desired Qualifications:**

- Commitment to the mission and values of FOMR, Malheur National Wildlife Refuge and the National Wildlife Refuge System and to the conservation and protection of public land resources.
- Bachelor's Degree is required; Advanced Degree preferred.
- Demonstrated ability to work independently.
- Educational and/or professional background in natural resources, preferably wildlife oriented.
- Experience in 501(c)3 nonprofit management, program development and public services.
- Experience in interpretation and natural resource education.
- Experience in grant writing.
- Demonstrated commitment to wildlife conservation.
- Excellent written, verbal, interpersonal and organizational skills.
- Proficiency using Microsoft 365 suite including Word and Excel.
- Self-directed, thoughtful, and innovative thinker.
- Experienced at building partnerships and leveraging resources.
- Ability to work with and reach out to diverse groups.

**To Apply (email submissions preferred):** Prior to submission, interested applicants are encouraged to review FOMR's website at [www.malheurfriends.org](http://www.malheurfriends.org) for background on our organization. Please send a cover letter, resume, salary requirements, and references with the subject line "Director Position" to [friends@malheurfriends.org](mailto:friends@malheurfriends.org). **Professional references should include at least two people who can speak to the applicant's experience relative to the position requirements.** We require pre-employment background checks. Friends of Malheur National Wildlife Refuge is an equal opportunity employer. **No phone calls, please.**

**CLOSING DATE:** Open until is filled.

**Submit your application materials via email to:**

[friends@malheurfriends.org](mailto:friends@malheurfriends.org)