

Executive Director – Save Georgia’s Hemlocks

Are you passionate about environmental conservation and eager to make a tangible impact? Save Georgia's Hemlocks is seeking an enthusiastic and dynamic Executive Director to lead our mission in preserving the hemlock trees of Georgia. This is not just a job; it's a unique opportunity to lead a dedicated nonprofit organization towards new heights, making a profound difference in our community and environment.

POSITION SUMMARY

The Executive Director will report directly to the Board of Directors and will be responsible for overseeing all strategic and operational aspects of Save Georgia's Hemlocks. This role is pivotal in increasing the organization’s visibility, expanding its conservation and educational programs, strengthening financial resources, and driving strategic initiatives for future growth. The Executive Director will be the driving force behind our mission to ensure the survival of Georgia's hemlocks for future generations.

KEY RESPONSIBILITIES

Strategic Planning and Organizational Development

- **Leadership:** Develop and implement the organization’s strategic vision and plan. Guide the organization through growth phases, ensuring alignment with mission-driven goals.
- **Innovation:** Spearhead the development of new programs and initiatives that enhance the effectiveness of conservation efforts.
- **Evaluation:** Continuously assess the impact of existing programs, making adjustments as needed to maximize outcomes.

Financial Management

- **Budgeting:** Oversee the preparation and management of the organization’s budget, ensuring fiscal responsibility and alignment with strategic goals.
- **Financial Oversight:** Ensure sound financial practices, including accurate financial reporting and adherence to regulations.
- **Fundraising:** Design and implement comprehensive fundraising strategies. Develop and maintain strong relationships with donors, sponsors, and funding agencies. Lead grant writing efforts and secure funding to support and expand organizational activities.

Volunteer Management

- **Team Leadership:** Recruit, train, and mentor staff members to foster a high-performing team. Implement performance evaluation processes and career development plans.
- **Culture:** Promote a positive, inclusive, and collaborative work environment that aligns with the organization’s values and mission.

Conservation Programs

- **Program Enhancement:** Develop and enhance conservation and educational programming related to hemlock preservation. Ensure programs are engaging, educational, and impactful.
- **Community Engagement:** Work closely with community groups, educational institutions, and other stakeholders to promote and support conservation efforts.

Community and Partner Relations

- **Partnerships:** Build and nurture relationships with community organizations, governmental bodies, and other stakeholders to support and advance the organization's mission.
- **Advocacy:** Represent Save Georgia's Hemlocks in public forums, media engagements, and community events to raise awareness and support for hemlock preservation.

Operational Oversight

- **Equipment Management:** Ensure the maintenance and safe storage of equipment/chemicals
- **Technology:** Utilize digital media and technology to support marketing, fundraising, and operational efficiencies. Oversee website development and management.

BOARD RELATIONS

- **Communication:** Regularly update the Board of Directors on organizational activities, programs, financial status, and strategic initiatives.
- **Preparation:** Collaborate with the Board President to prepare for Board meetings, ensuring that agendas are comprehensive and relevant.
- **Participation:** Attend and actively participate in Board meetings, providing insights and recommendations to guide strategic decisions.
- **Policy Development:** Work closely with the Board to develop and implement policies, ensuring they align with the organization's mission and strategic goals.
- **Strategic Collaboration:** Partner with the Board in the ongoing development and refinement of the organization's strategic direction and long-term goals.

QUALIFICATIONS

Leadership Experience

- A minimum of five years of proven leadership experience, preferably in a nonprofit or conservation-focused setting.
- Demonstrated ability to lead strategic planning and organizational development.

Communication Skills

- Exceptional verbal and written communication skills. Experience serving as a spokesperson and engaging with diverse audiences, including media, community partners, and stakeholders.

Collaboration and Teamwork

- Proven ability to foster a positive and productive team environment. Experience working closely with Boards, staff, volunteers, and external partners to achieve organizational objectives.

Nonprofit Management

- Significant experience in nonprofit management, including a successful track record of program implementation, fundraising, and financial oversight.

Grant Writing and Fundraising

- Strong background in grant writing, securing funding, and developing fundraising strategies to support organizational growth.

Technical Proficiency

- Experience with website development and maintenance and Adobe Dreamweaver.
- Familiarity with email marketing platforms such as Mailchimp.
- Proficiency in financial management software like QuickBooks Online.

Preferred Background

- Education or work experience in environmental science, conservation, public administration, public relations or a related field.
- Experience in horticulture, botany, or similar areas related to hemlock preservation.

WORK SCHEDULE AND FLEXIBILITY

Enjoy a hybrid work environment that balances remote work with in-person engagement. Candidate must reside full time in the North Georgia area, as in-person events and projects are dispersed throughout North GA. This role offers flexibility in scheduling, allowing you to tailor your work hours to meet both personal and organizational needs. Exercise creativity and autonomy structure of your choosing.

Join Save Georgia's Hemlocks and lead a dedicated team committed to environmental preservation. Apply today to embark on a rewarding journey that will have a lasting impact on Georgia's hemlocks and local ecosystems.

SALARY

Commensurate with experience

TO APPLY

Please send your resume and a cover letter detailing your experience to holly@savegeorgiashemlocks.org. Save Georgia's Hemlocks is an equal opportunity employer and encourages candidates from all backgrounds to apply.