



### **JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR, FRIENDS OF SAUSAL CREEK**

Are you someone with a passion for the environment and social justice and excited to lead one of San Francisco Bay Area's premier environmental restoration organizations? Are you an experienced or emerging nonprofit leader with excellent communication and collaboration skills who is ready to guide a small organization with a diverse staff, a talented Board and a dedicated volunteer base? If you are, then here's an opportunity you may want to jump at. Friends of Sausal is seeking to hire an Executive Director.

#### **ABOUT FRIENDS OF SAUSAL CREEK**

Friends of Sausal Creek (FOSC) has been a significant contributor to the Bay Area environmental community since 1996. We are a volunteer-based, nonprofit, community organization dedicated to promoting awareness, appreciation of, and stewardship of the Sausal Creek Watershed which begins in the Oakland hills and flows to San Francisco Bay. In addition to hands-on habitat restoration work and K-12 environmental education programs, FOSC engages thousands of volunteers in local environmental stewardship, and collaborate with city agencies and local nonprofits on larger ecosystem protection projects ([www.sausalcreek.org](http://www.sausalcreek.org)).

#### **POSITION OVERVIEW**

The Executive Director represents the organization to funders, donors, volunteers, government agencies, other community organizations, and to the general public in ways to invite collaboration and support. The Executive Director reports to the Board of Directors and supervises a small staff of three permanent employees and a few interns. Our organization is looking for someone with proven supervisory and project management skills who embodies diversity, equity, and inclusion values and practices.

#### **PRIMARY RESPONSIBILITIES**

- Financial Management • Fundraising and Grant Administration • Staff Supervision
- Program and Office Management • Support Board of Directors

#### **QUALIFICATIONS**

- Bachelor's degree in related environmental or nonprofit management field or equivalent experience
- Experience with nonprofit fundraising strategies, donor relations, and grant writing
- Demonstrated leadership skills that foster collaboration and inspire participation
- Strong demonstrated organizational abilities including planning, delegating, program development, and task facilitation
- Solid, hands-on financial management skills, including budget preparation, data analysis, decision-making, and reporting
- Strong written and oral communication skills and public speaking experience
- The ability to work from home

#### **SALARY RANGE/BENEFITS**

This is a full-time, exempt position with a somewhat flexible schedule. The annual salary range is \$75,000-\$85,000, based on experience and qualifications and includes standard benefits.

#### **TO APPLY**

Please submit a detailed cover letter and a resume to [EDjob@sausalcreek.org](mailto:EDjob@sausalcreek.org). Position will remain open until filled.