



EXECUTIVE DIRECTOR, SEATTLE AUDUBON SOCIETY

Seattle Audubon is an independent 501(c)(3) organization that leads a local community in appreciating, understanding, and protecting birds and their natural habitats. We seek an Executive Director to lead our team of employees and volunteers.

Seattle Audubon Legacy

Founded in 1916, we are a chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. A month after our founding, we began leading bird walks and field trips and continue that tradition over a hundred years later. In 1919, we pressed the city of Seattle to establish a bird sanctuary in Seward Park. In the Twenties, we began lobbying to protect raptors, owls, and other birds not protected by the Migratory Bird Treaty Act; and we were ultimately successful in 1961. In the Sixties, we lobbied the City of Seattle to make Fort Lawton a park rather than a missile base, and in 1973, it became Discovery Park. In the Eighties, we joined other conservation groups in our decades-long efforts to protect the habitats of the Northern Spotted Owl and the Marbled Murrelet. We continue monitoring seabirds throughout the southern Salish Sea. These are just a few of the ways the employees and volunteers of Seattle Audubon support the birds and the environment.

Join us in this Important Work

We seek an Executive Director who can lead both staff and volunteers in implementing the organization's mission while retaining the strength of its grassroots community. This is a unique opportunity to lead the organization as it enters its next hundred years, a new period of focus and renewal.

Seattle Audubon Society:

- advocates for a better urban environment for birds
- teaches children, adults and families about birds and their habitats
- holds field trips and Master Birder classes
- conducts community-science data collection throughout Puget Sound
- has more than 600 volunteers annually
- operates The Nature Shop, a retail store that also serves as a community resource
- engages a community of more than 3,000 member households
- is an affiliate chapter of National Audubon.

Seattle Audubon Program Areas

- *Education:* teaches bird and habitat appreciation, and conservation to children and adults. This includes programs in Seattle Public Schools and summer Nature Camps in Magnuson Park and West Seattle.
- *Science:* powered by community scientists, collects data in four separate projects: Puget Sound Seabird Survey (PSSS), Neighborhood Bird Project (NBP), Christmas Bird Count

(CBC), and Climate Watch as well as managing BirdWeb.org, an online guide to birds of Washington State.

- *Conservation*: closely monitors the threats to bird habitat with a focus on urban habitats, and participates in campaigns that protect both birds and the places in which they live.
- *The Nature Shop*: a retail store that also serves as a community gathering place and center for expertise on diverse topics such as making your backyard bird-friendly and the best binoculars for birding.

General Responsibilities of the Executive Director

- work alongside 11 staff members, the Seattle Audubon Board of Directors, 600 volunteers and more than 3,000 Seattle Audubon member-households, to carry out the mission and values of the organization
- in collaboration with the board, develop a strategic plan and work with staff to develop and implement a tactical plan to ensure the goals of the strategic plan are met
- raise funds through their individual relationships and efforts and work with the Development Director to implement the fundraising program
- manage development, administrative, and program staff and oversee all functions of the organization
- manage budget and finances to meet financial goals, working with the Finance & Operations Director, Treasurer, Finance Committee, and board
- represent Seattle Audubon in a positive, genuine manner to members, donors, and the general public

Preferred Qualifications

At least five years' experience in an environmental or conservation non-profit, leading and managing staff and volunteers and successful fundraising. Experience in conservation or work in local advocacy preferred.

Core Competencies

- passion for the mission of Seattle Audubon
- proven management, financial, and organizational skills
- track record of successful fundraising, including established relationships with donor organizations and individuals
- expert understanding of and ability to communicate non-profit financial concepts and identify key benchmarks
- proven ability to foster and maintain strategic relationships with key stakeholders and organizations aligned with our mission, to advance the organization's goals and long-term strategies
- political acumen, including anticipating how decisions may affect staff, volunteers, members and the larger community
- nimble, engaging and focused leadership skills
- strong communication skills - written, oral and listening. Committed to transparent communication with all stakeholders

- committed to collaborative leadership
- willing and able to mentor staff
- knowledge of HR best practices
- adaptable to changing priorities and resources
- demonstrated commitment to supporting diversity, equity, and inclusion in all activities

Essential Job Capabilities

- ability to drive, possession of a driver's license
- ability to use computers and office equipment
- ability to speak, understand and read English fluently
- ability to pass any State and Federal background checks required for the performance of these duties

Equal Employment Opportunity Employer

Seattle Audubon is committed to creating a diverse environment and is proud to be an equal opportunity employer. We will administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Seattle Audubon strictly prohibits any sexual, racial, or other forms of discrimination also prohibited by law.

Seattle Audubon's latest strategic plan was developed with an organization-wide lens of equity, inclusion, and broad engagement. Women, people of color, LGBTQ, and other applicants from historically underrepresented groups are encouraged to apply.

Salary

The salary range for this position is between \$75,000-\$83,000 per year, commensurate with experience. Competitive salary, sick and vacation time, and full benefits (health, dental, vision, retirement) are included.

To Apply

Please submit a resume and letter of interest as one combined electronic PDF to jobs@seattleaudubon.org, or submit paper versions of these documents in person or mail to Seattle Audubon, 8050 35th Ave NE, Seattle, WA 98115. No phone calls please. First review will be on or about August 25. The position will remain open until filled.