



Executive Director Resources Legacy Fund

Resources Legacy Fund, based in Sacramento, California is seeking to recruit a new Executive Director.

About RLF

Resources Legacy Fund is an innovative nonprofit organization dedicated to maintaining and enhancing conservation of natural resources and the quality of life. RLF and its supporting organization, Resources Legacy Fund Foundation (known collectively as RLF), currently administer annual grant programs in excess of \$35 million. Founded in 1998, RLF is headquartered in Sacramento, California. More information is available at www.resourceslegacyfund.org.

RLF supports projects that conserve or restore natural landscapes and marine systems, preserve wild lands, and support sustainable natural resource management in the face of climate change. RLF designs and implements results-driven strategies to achieve lasting conservation by offering new and creative approaches to its clients and foundation partners. A hallmark of RLF is its thoughtful capacity to leverage the support it receives and, if desired, anonymity to philanthropic individuals and foundations. RLF provides a unique vehicle to support coordinated portfolios of activities and leverage more meaningful conservation outcomes.

Position Summary

The Executive Director reports to the Boards of Directors of RLF and is responsible for providing leadership and direction toward achieving the organization's strategic goals and objectives. S/he will create an outstanding operational infrastructure and culture consistent with best management practices for a dynamic conservation-focused organization. The Executive Director leads the organization, working in close coordination with consultants and advisors including in particular Resources Law Group, LLP (RLG; www.resourceslawgroup.com). This partnership with RLG has been a key driver of the organizations' 10 year track record of proven success. The Boards of Directors of RLF are committed to maintaining the partnership as a core strategy going forward.

As part of a unique set of contractual and collaborative relationships with RLF's partners, the Executive Director oversees donor relationships, program management and monitoring of results. The Executive Director supervises RLF personnel implementing grants management, financial control, and reporting functions. S/he represents RLF in communications and relationships with a diverse array of audiences and stakeholders.

The broad goals and objectives facing the new Executive Director, includes:

Leadership and board relations

- Plays a leadership role as a member of a team of staff, partners, and providers of outsourced programmatic and support functions working collaboratively toward the organization's overall success.
- Creates and maintains a culture of excellence, with rigorous and effective processes for managing programs.
- Serves as a member of the board and supports board operations by advising and informing board members, managing preparation of board agendas and background materials, contributing to planning processes and implementing approved policies and plans.
- Maintains existing relationships, and develops new relationships, with conservation-focused organizations, donors, elected officials, community leaders, and other stakeholders.

Organizational management

- Exercises day-to-day responsibility for program development, staffing, hiring and oversight of consultants, implementation of board and management team-approved plans and guidelines.
- Manages staff, consultants, and budget to develop and maintain infrastructure, including information systems, databases, grants administration, programmatic and financial monitoring and reporting systems.
- Supervises direct reports, including the Director of Finance and Administration (an existing position) and a Director of Conservation (a position to be filled subsequent to the hiring of an Executive Director), and consultants.
- Provides oversight of grantmaking and contracting programs, collaborating with partners and consultants to assure excellence in communications, selection of grantees and contractors, presentation of proposed grants and contracts to the board, compliance with applicable regulations and donor conditions, monitoring, reporting, and achievement of results.
- Coordinates the development of RLF's public image through materials, web site, and other channels.

Financial management

- In collaboration with the boards, and with partners including Resources Law Group LLP, implements strategies assuring continued resources through grants from public and private institutions, private philanthropists, and others.
- Maintains RLF as a financially stable and accountable organization meeting or surpassing the requirements of generally accepted practices and principles, applicable laws and regulations, and RLF's internal requirements. Manages and oversees budgets, works with the board to ensure compliance, audits, and investment management services, safeguards assets through established control and reporting requirements.

Professional Qualifications and Personal Attributes:

As a leader and member of the RLF team, the Executive Director should ideally possess the following professional qualifications and personal attributes:

Professional Qualifications:

- Senior management level experience. Philanthropic or conservation experience preferred.
- Demonstrated commitment to promoting the mission of RLF and belief in the efficacy of conservation efforts.
- Successful track record in management, including finance, human resources, budgeting, contract administration, and strategic planning.
- Proven leader with ability to motivate others and influence people and processes.
- Able to establish credibility quickly with donors and grantees, as a knowledgeable and thoughtful advisor.
- Excellent communications skills, capacity to represent RLF effectively with elected officials, community leaders, donors, media, and other stakeholders.
- Able to maintain the confidence of the Board of Directors through excellent communications, information sharing, and performance.
- Working knowledge of word processing, spreadsheet, and data management programs and applications.
- Familiarity with basic financial and accounting principles.
- Bachelor's degree in a related field from an accredited college or university. Advanced degree preferable.

Personal Attributes:

- Exhibits and inspires in others a passion for conservation, both in the achievement of program strategies and in the daily conduct of work;
- Well organized and able to prioritize the team's work; conceives of individual actions as part of a greater whole;
- Possesses high standards of integrity and fairness;
- Communicates effectively;
- Exercises diplomacy and political savvy;
- Demonstrates and maintains RLF standards of quality, presentation, protocol and confidentiality;
- Creates an organizational culture in which team members accept responsibility and recognize accountability, take initiative and see projects through to completion;
- Demonstrates strong work ethic, attention to detail, and a consistent commitment to thoroughness and quality; and,
- Thrives professionally in an innovative, constantly expanding work environment.

Compensation

Compensation for the Executive Director includes a competitive base salary and an excellent package of health and other employee benefits.

Interested candidates should send their resume to: Daniel Sherman, President, Explore Company at: resumes@explorecompany.com.

RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, gender, sexual orientation, marital status, disability, religious or political affiliation.