

RFFI – Executive Director
Job Description
April 2008

Introduction:

The Redwood Forest Foundation, Inc. (RFFI) is seeking a qualified individual to serve in the position of Executive Director (ED).

RFFI is a private non-profit, Section 501(c)3 organization formed for the purpose of acquiring, protecting, restoring and managing forestlands for the long-term public benefit of the region's citizens. RFFI's goal is to create a model of "working community forests" by purchasing and sustainably managing the once great redwood forests surrounding the communities of the redwood region in northwestern California. This will be for the social, environmental, and economic benefit of all our citizens in perpetuity, by returning net profits directly back to the communities served.

Duties and Responsibilities:

The ED will directly report to the Foundation's Board of Directors through the President of the Board of Directors. The ED shall have the responsibility, as well as the authority, to interpret the Board's policies into operation. In such capacity, the ED shall have responsibility and authority to:

- 1) monitor operations rendered within the Corporation for the Board;
- 2) serve as a spokesperson for the Board to share and extend the Board's policies, positions and decisions;
- 3) plan, organize, and direct operations of the Corporation pursuant to policies established by and in communication with the Board of Directors;
- 4) delegate duties and establish formal means of accountability on the part of other staff and volunteers;
- 5) maintain effective liaison among the Board of Directors and staff;
- 6) specifically implement the programs necessary to control and effectively utilize the physical and financial resources of the Corporation, including: budgeting, control of accounts receivable, handling of cash, extending of credit, establishment of rates and charges, monitoring of the Corporation's insurance program;
- 7) coordinate and cooperate with all RFFI fund-raising efforts;
- 8) coordinate the Corporation's Strategic Plan;
- 9) create and present reports to the Board of Directors and the staff as appropriate and as required by law;
- 10) assume a leadership role in the preparation and development of the Corporation's Business Plan;
- 11) fulfill other duties as assigned by the Board.

Qualifications:

The ED must have:

- a proven record of organizational development, fund-raising, and management;
- excellent electronic, verbal, and written communication skills;
- be comfortable working with local community groups.

The ED should have:

- a background in forestry, conservation biology, or a similar field with knowledge of resource management;
- experience in grant-writing and fund-raising;
- experience working with other non-profit corporations at either the local, state, or national level;
- experience working within political communities in the pursuit of special interest legislation;
- preferably be from, knowledgeable of, or have worked on projects concerning or within Mendocino or Humboldt counties.

Interested parties should apply by sending a resume and references to: heidi@rffi.org or to Redwood Forest Foundation, Inc., P.O. Box 523, Philo, CA 95466.