

REDWOOD FOREST FOUNDATION, INC

PO Box 12 Mendocino, California 95460 Phone: 707-593-6150 Email: info@rffi.org www.rffi.org



Job Title:	President & Chief Executive Officer (CEO)
Reports to:	RFFI Board of Directors
Worksite:	RFFI Offices, 90 West Redwood Ave, Fort Bragg, CA 95437
Allocation:	Full-time
Date:	Updated 7-2023
FLSA Status:	Exempt
Compensation:	Salary Range \$115,000-\$145,000 DOE + benefits (health, dental, vision, life, retirement plan)
APPLICATION PROCESS	Please send a resume and cover letter to CEO@RFFI.ORG . We will be screening applications as they arrive and will schedule interviews immediately for qualified candidates. Questions should be directed to Kathleen Moxon, Interim President/CEO – Kathleen.moxon@gmail.com

Principal Duties and Responsibilities

Organizational Leadership

- Establish and maintain a positive working relationship with the Board of Directors;
- Assist Board of Directors in identifying potential future Board members who deepen the capacity of the board to represent various stakeholders and increase its ability to fundraise and fulfill RFFI's mission;
- Develop and execute strategic plans with the participation of the Board and Directors including annual work plans to build the capacity of the organization;
- Work with the Board, & forestry staff to advance the Stewardship Plan for Usal Redwood Forest;
- Provide the Board with information and resources needed to carry out their work, promptly inform them of all business and policy issues and opportunities that may affect RFFI and recommend appropriate courses of action;
- Provide timely and accurate information to the Board and sustain open communication required for a healthy partnership with the Board;
- Lead the development of strong and effective working relationships at all levels of the organization;
- Build and manage staff as required; and
- Recommend new policies for Board approval as needed.

Fundraising

- Plan, direct and execute a fundraising strategy focused on raising operating capital for RFFI, supporting forest related projects and programs, investigate alternate funding for meeting its fiduciary responsibility and for other key initiatives;

- Develop and support fundraising programs including corporate and foundations grants, major gifts, annual support, special events, memorial gifts, campaigns, planned giving and other fundraising programs;
- Pursue and monitor grants from federal and state governments as well as private foundations and work with the board and staff to submit grant proposals;
- Work with the board and staff to facilitate and develop a culture of fundraising within the organization;
- Facilitate the preparation, content and timing of direct mail, online marketing, and collateral pieces to promote RFFI's activities and encourage charitable gifts, and;
- Build and maintain RFFI's donor base including managing donor records and acknowledgements.

Finance and Operations

- Maintain an working relationships with financial partners ;
Develop and manage RFFI's annual budget;
- Oversee development of Usal Redwood Forest annual budget and its integration with the RFFI budget;
- Maintain organizational transparency and compliance with the Usal Forest Conservation Easement and the Forest Stewardship Council (FSC) certification, as well as all Federal and State statutes and regulations governing nonprofit corporations;
- Direct the URFC forest carbon compliance offset program in coordination with the Forest Manager. Annual tasks include managing the contract Program Coordinator responsible for inventorying of Usal Forest carbon and preparation of the Offset Program Design Report, registration of the project with the Climate Action Reserve and California Air Resources Board, and negotiating offset annual sales. It also includes working with the RFFI Board to budget and approve annual sales, reporting to and negotiating with Bank of America and their counsel to secure consent for sales, and providing the bank with settlement documentation to complete distribution of proceeds; and,
- Work with staff and consultants to negotiate purchase and funding of future land acquisitions.

External Relations

- Represent the organization to a wide range of community members and constituencies including the general public throughout the region and nationally to connect the broader public to RFFI's work; expand awareness of RFFI's achievements and effectively make the case for support;
- Establish and maintain positive relationships with current and potential funders, key stakeholders and the community-at-large including state and regional government, institutions and organizations, business, professional, conservation and education leaders, service organizations and other that share an interest in the work of community forestry;
- Oversee the cooperation and participation of partner groups, legislators, media representatives, business, environmental nonprofits, civic groups and the general public to further the goals of RFFI; and
- Communicate effectively to all groups regarding the mission and programs of RFFI/URFC, establishing a trustworthy, transparent and visible presence of the organizations.

Program Management

- Evaluate existing programs and propose new programs to further the mission of RFFI and foster the development of long-term community support for RFFI's work.

- Ensure all programs are sustainably funded;
- In collaboration with key partners, identify regional needs that are appropriate for the organization to address and bring them forth for consideration and prioritization as programs;
- Develop programs related to future land acquisitions, and
- Develop, maintain, and present performance metrics, benchmarks and targets to measure the programmatic effectiveness and ensure the confidence of funders.

Supervision Received

The Board of Directors provides guidance with direct supervision by the Chairperson of the board.

Supervision Exercised

Direct supervisor of the URFC Forest Manager, as well as RFFI staff and contractors.

Qualifications

Specific desired skills

- a. Demonstrated success planning, executing and raising significant operating and program funding;
- b. Demonstrated understanding of the legal, financial and ethical requirements of nonprofits;
- c. Significant leadership experience and achievement in the private, public or non-profit sector;
- d. A high degree of financial acumen; including budget development and management, analyzing and presenting financial information;
- e. Experience working with boards, including meeting agenda development, identifying the appropriate decision-making level based on law and organizational policy, provision of timely and appropriate information supporting the board's need to make decisions.;
- f. A record of accomplishment building partnerships, coalitions, and alliances in the public spotlight and across sectors, communities and fields of practice.
- g. A background in forestry, conservation biology, resource management or experience in roles that provide insights and knowledge of these disciplines would be helpful, but not essential.

Personal attributes

- a. A passion for the idea of working forests and a belief in their capacity to transform communities;
- b. An energetic, entrepreneurial mindset that combines vision and analytical skills;
- c. Clear competency in articulating a vision that motivates internal and external stakeholders toward common goals;
- d. An inclusive, transparent, consensus-building leadership style both in and out of the public spotlight that inspires and builds trust;
- e. Strong listening skills combined with excellent written and oral skills;
- f. High integrity and a commitment to personal and professional excellence;
- g. Highly collaborative and transparent;
- h. Politically astute, able to navigate a complex social network; and
- i. Strong work ethic coupled with an optimist's enthusiasm and a pragmatist's desire for action.