



Executive Director Job Description

Summary: The Executive Director is the Chief Executive Officer of the American Cetacean Society (ACS). The Executive Director works at the direction of the ACS President, is responsible to the Board of Directors, and is evaluated by the Executive Committee of the Board. The Executive Director is responsible for implementing and managing Board objectives and directives, consistent with ACS's mission and financial objectives.

Program Development and Administration:

- In conjunction with the Board of Directors, assure that ACS has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational, and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
- Support the Chapters and promote development of new chapters.
- Promote active and broad participation by volunteers in all areas of ACS's work.
- Maintain official records and documents; ensure compliance with federal, state, and local regulations.
- Develop and maintain a working knowledge of significant developments and trends in cetacean biology, management, and conservation.

Communications:

- Ensure that the Board is kept fully informed on the condition of ACS and all important factors influencing it.
- Publicize ACS's activities, programs, and goals.
- Establish sound, collaborative relationships with community groups and other organizations.
- Represent ACS's programs and point of view to agencies, organizations, and the general public.
- Manage publication of ACS's newsletter *Spyhopper* and journal *Whalewatcher*.

Staff and Volunteers:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. (*Note: there currently is one part-time administrative assistant on staff.*)
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff and volunteers in relating their specialized work to the total program of ACS.
- Maintain a climate that attracts, keeps, and motivates a diverse staff (including volunteer staff) of top quality people.

Budget and Finance:

- Develop and maintain sound financial practices.
- Work with the Treasurer and the Board to prepare a budget; ensure that ACS operates within budget guidelines.
- Ensure that adequate funds are available to permit ACS to carry out its programs.
- Jointly with the President and Secretary of the Board, conduct ACS's official correspondence; jointly with designated officers, execute legal documents on behalf of ACS.

Conditions of Employment:

- The normal work week is 40 hours weekdays, plus occasional evening and weekend work including organizing and participating in monthly evening and annual weekend Board meetings.
- Some travel required.
- Paid vacation, sick, and holiday leave.
- Health insurance, FICA, Workers' compensation, unemployment insurance.
- The continuation of employment is contingent upon successful fundraising.

Qualifications:

- Minimum of two years experience working in a nonprofit organization, including supervising paid and volunteer staff and working with a volunteer President and Board of Directors.
- Bachelor's degree in a related field.
- Successful experience raising money and managing fundraising programs. Proven ability to obtain grant funding and manage a membership program.
- Experience in nonprofit fiscal management, including fund accounting, budgeting, and grant management.

Knowledge, Skills, and Abilities:

- Background in marine mammals, including natural history, policy, and conservation desirable.
- Demonstrated ability in written and oral communications and interpersonal skills.
- Proven ability to develop and execute a strategic plan.
- Demonstrated conceptual skills and problem solving capabilities.
- Proven ability to think "outside the box".
- Computer skills (M.S. Word, Excel, PowerPoint, Access, QuickBooks, internet, etc.).

Personal Characteristics:

- A leader who can articulate a vision and motivate people to act with a shared vision.
- An individual whose style is at once decisive and direct as well as collegial and approachable.
- A person who is accessible, supportive, and flexible.
- An executive with a "hands on" approach to work and a passion for results.
- A good listener who inspires confidence and trust and is open to ideas of others.
- An excellent manager who respects and supports the capabilities and independence of staff and volunteer leadership.
- A person with integrity, a good sense of humor, and a high level of energy.
- A conservationist with enthusiastic commitment to the mission of ACS and to ACS's growth and development.

E-mail cover letter, resume, a one-page writing sample, and the names and contact information of three professional references to: acsedsearch@acsonline.org. Application deadline is when the position is filled. The American Cetacean Society is an equal opportunity employer.

About ACS: The American Cetacean Society protects whales, dolphins, porpoises, and their habitats through public education, research grants, and conservation actions. Founded in 1967, ACS is the oldest whale conservation group in the world. ACS is a 501(c)(3) non-profit organization headquartered in San Pedro, California with chapters in Orange County, Los Angeles, Channel Islands (Santa Barbara and Ventura), Monterey, San Francisco, and Puget Sound (Seattle). Our members live throughout the United States and in more than 20 countries. We take our responsibility as participants in the web of life seriously, and volunteer our time and resources to not just protect whales, dolphins and porpoises, but to promote the health of our oceans and ultimately our planet as well. For more information, visit: <http://www.acsonline.org>.