



## Golden Hour Restoration Institute JOB ADVERTISEMENT - Executive Director Position

The Board of Directors is seeking a dynamic Executive Director to lead the [Golden Hour Restoration Institute](#).

**Title:** Associate Director, then full-time Executive Director

**Job Type:** Part-Time to begin in May, 2018 and becoming full-time at 4-6 months

**Position Summary:** The Executive Director acts as the Chief Executive Officer of the organization, and is responsible for the overall management of the organization. In collaboration with Golden Hour's Board of Directors, the Executive Director provides direction to the organization in accordance with the organization's [vision and mission](#). The Executive Director works under the general oversight of Board and serves as one of the the primary representatives of the organization.

**Location:** San Francisco Bay Area; office located in David Brower Center, Berkeley, CA.

**Overview:** The Executive Director provides direction, vision and leadership for all aspects of Golden Hour, and is responsible for overseeing and managing all public-facing aspects of the organization, including planning programs, providing services, outreaching to volunteers, maintaining relationships with partners, and managing public relations. The Executive Director is also responsible for internal functions including maintaining finances, managing staff, applying for grants, and entering into contracts.

The Executive Director works with the Board and staff to establish vision, policies, strategic focus, priorities, and general scope of programs and services that Golden Hour will deliver.

**What's special about this position:** Golden Hour has been growing and maturing as a regionally recognized leader in environmental education and habitat restoration. With over 10 years of success with restoration planning, implementation, regional conservation strategies, and education, we are well-established in the conservation community. Our projects are often include a "design-build-steward" multi-phased approach which is unique among restoration organizations. Our current partners include regular programs and projects with organizations such as the East Bay Park District, Midpeninsula Open Space District, San Francisco Natural Areas Program, Bay Area Open Space Council, American Rivers, Garber Park Stewards, Claremont Canyon Conservancy, San Mateo County Parks, Bay Nature Institute, and many more.

**Transition Period:** Golden Hour's Board has a transition plan for the Executive Director position: the current Executive Director will remain involved during an estimated six-month transition period, then assume the role of part-time Director of Restoration Science.

**Minimum Qualifications:**

- Master's Degree in Ecology, Conservation Biology, or a related program area with a minimum of *two* years of project management and/or nonprofit management experience.
- Demonstrated leadership experience in habitat restoration or related field.
- Demonstrated field skills in restoration ecology: monitoring, survey methods, etc.
- Willingness to engage in fundraising and/or development.
- Expertise in restoration design, monitoring, success criteria and technical aspects of ecology.
- Experience managing and/or supervising staff.
- Superior written and oral communication skills.
- Commitment to conservation and restoration: the Golden Hour mission.

**Desirable Skills:**

- Strong knowledge of Bay Area ecosystems, botany and wildlife.
- Experience teaching and organizing courses.
- Successful track record in managing small teams.

**Compensation:**

A minimum starting salary of \$45,000 as an Associate Director and \$55,000 as an Executive Director. Salary negotiable; commensurate with education and experience. We expect salary will grow with the organization. Benefits include paid vacation and sick leave. The Board will consider requests for reasonable relocation expenses, if appropriate.

**How to Apply:**

The Board of Directors invites qualified candidates to electronically submit a resume, cover letter outlining their interest, vision, and qualifications for the position (including salary requirements and requested relocation expenses), and three professional references, including contact information. *All documents are required and must be submitted via email in pdf format.* Submissions should be emailed to [admin@goldenhour.org](mailto:admin@goldenhour.org). **Applications will be accepted and reviewed on a rolling basis until 5:00 p.m. ET on April 2, 2018**, unless otherwise explicitly extended.

**For More Information:** The current Executive Director, Lech Naumovich, at [admin@goldenhour.org](mailto:admin@goldenhour.org).

**For current details on this position**, please visit the Golden Hour website at: <http://www.goldenhour.org/EDsearch>

*Golden Hour Restoration Institute is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.*