



Executive Director Job Post

The Executive Director (ED) at the Siskiyou Field Institute is a unique experience to develop environmental education and enrich the community in a beautiful site next to the Kalmiopsis Wilderness. The ED is responsible for upholding SFI's strategic plan, delegating projects within the team, leveraging Board expertise, increasing awareness within the community, leading day-to-day operations, and ensuring financial objectives are met. Remote work is possible and flexibility of hours is available. This is a full time position.

The *mission* of the Siskiyou Field Institute is to increase the understanding of, and connection to the Klamath-Siskiyou ecoregion through education, scientific research, and public engagement.

Essential Job duties are the following:

- Works with the Board and CPA in preparing annual budgets, and ensures SFI operates within budget guidelines.
- Develops effective systems to track progress and regularly evaluates program components to measure outcomes that can be effectively communicated to the Board, funders, and other constituents.
- Develops an annual plan for fundraising from diverse funding sources.
- Leverages Board's expertise and connections for projects and strategic plan.
- Ensures property and project operations are scheduled and completed.
- Develops environmental education with the SFI team.
- Builds partnerships with school districts, regional community, and funders.
- Oversees SFI's facilities and natural resource management.

Required education and experience are the following:

- Previous experience in a senior leadership role, managing people, working with boards, delegating projects. Experience with a small organization.
- Strong aptitude for verbal and written communication presentation and relationship development.
- Ability to measure outcomes and communicate to multiple diverse audiences.
- Experience with fundraising and development.
- Bachelor's degree (BA or BS)

Please send resumes to Regina Castellon, board president at office@thesfi.org