



JOB ANNOUNCEMENT

Executive Director
Missouri Conservation Heritage Foundation (MCHF)
Jefferson City, Missouri
<https://mochf.org/about-us/>

Salary: \$85,000 - \$100,000 (commensurate with experience)
Minimum Requirement: at least two years of experience in a similar position
Work Location: MCHF Headquarters, Jefferson City, Missouri

Application Submittal and Closing Date

All applications must be received by **July 15, 2021**, to be considered eligible for consideration. The most qualified applicants will be contacted by August 1, 2021 to schedule an interview. In-person interviews will be conducted in Jefferson City, Missouri. However, consideration will be given to candidates that request a remote interview. For in-person interviews, we ask that you follow current CDC and DHSS guidelines regarding COVID-19.

To apply, submit a full resume with a cover letter, letters of recommendation, and your contact information. Submit application and any questions to ***Gene.Gardner@mdc.mo.gov***, or mail application to Missouri Conservation Heritage Foundation, ATTN: Gene Gardner (President), P.O. Box 366, Jefferson City, Missouri 65102-0366. In your cover letter, tell us why working with the conservation community in Missouri matters to you and describe how you see your life experiences applying to this position.

Summary/Objective

We are seeking a dynamic leader who wants to move beyond just an executive job and answer their true calling. The Foundation is seeking a visionary nonprofit executive with experience rooted in fish, forest and wildlife conservation who is eager to work for our well-established and respected Foundation. Our next Executive Director will need to be committed to the Board of Directors and the Foundation's staff team, with strong communication and personal skills that will bring out the best in our collaborations with state, federal and non-governmental conservation entities. We are eager to invite a professional leader who will guide the Foundation towards growth and help it flourish.

The MCHF is a 501(c)(3) non-profit organization that "advances the conservation and appreciation of forest, fish and wildlife resources by applying financial resources to the priorities of the Missouri Department of Conservation (MDC) in collaboration with donors and other partners." Our goals include supporting projects dedicated to preserving, conserving, and enhancing Missouri's fish, forest, and wildlife resources; and supporting projects dedicated to promoting citizen opportunities to use, appreciate, enjoy, and learn about Missouri's fish, forest, and wildlife resources; and building a permanent, sustainable source of private funding that will support a wide variety of conservation projects and actions in perpetuity.

Essential Job Duties

Candidates must demonstrate enthusiasm and experience in the administration, operation, management, and fund-raising aspects of non-profit organizations; a working knowledge of and demonstrated experience related to fish, forest and wildlife conservation, or natural resource management, and related fields; demonstrate knowledge of current priority conservation issues in Missouri and the Midwest; demonstrate strong written and verbal communication skills; and have history in, or a demonstrated knowledge of, conservation and natural resource management in Missouri, including current ongoing efforts and key individuals and organizations leading those efforts.

Candidates must demonstrate a commitment to the Foundation Board, its staff and its conservation partners by residing full time in central Missouri, or elsewhere in Missouri (by approval), and must maintain their office and base of operations in Jefferson City, Missouri.

Full Job Description

The Scope of Work for the MCHF Executive Director shall include, but not be limited, to the following.

1. Perform services at the direction of the MCHF Board of Directors (Board). These duties include, but are not limited to, the general administration of the Foundation, fundraising efforts on behalf of the foundation, collaboration with conservation partners, staff supervision and other duties as assigned.
2. Provide administrative oversight and direction to foundation programs and all related projects.
3. Provide leadership, direction and coordinate activities, programs and meetings for the Foundation, its Board, support staff, contractors, and vendors.
4. Maintain regular, effective communications with the Board, the Conservation Commission of Missouri and the Missouri Department of Conservation (MDC), including written progress reports as required.
5. Assist in preparation of the Foundation's annual budget as directed by the Board's Executive and Finance Committees and be responsive to all key Foundation committees.
6. Oversee management of the assets of the Foundation, including records for accounts receivable, accounts payable, investments, and tracking project and grant balances. Meet with MDC leadership, liaisons, appropriate staff, and our investment company to oversee preparation of financial statements for review by the Board and make recommendations for actions.
7. Coordinate project selection and funding efforts through the Board President and Committees. Maintain timely and regular communications with the Board and the MDC Director, including conducting presentations and providing updates on foundation programs and activities as requested by and in consultation with the Board and the MDC Director.
8. Serve as the primary liaison between the Foundation, the Conservation Commission, and the Director and staff of the MDC.
9. Identify and develop relationships with major donors and enhance development activities through fundraising efforts while ensuring that all fundraising practices comply with accounting standards, state and federal codes, regulations and laws and established group, or organizational, policies and procedures adopted by the Board.
10. Oversee maintenance of the Foundation's paper and electronic files and use Foundation letterhead, logos and business cards in all correspondence and transactions.
11. Perform other duties as required by the Board of Directors.

Disclaimer

This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by the Board. The MCHF Board reserves the right to revise or change job descriptions, job duties, and job functions as the need arises. This job description does not constitute a written or implied contract of employment.

Exemption Status/Special Notes

The Executive Director position has been determined to be Exempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time in lieu of cash payments in accordance with the Foundation's Compensatory Time Off and Overtime Policy.

The Foundation requires a Tobacco-Free (smoke and smokeless) working environment.

The Foundation requires strict adherence to the Foundation's Policies on Conflict of Interest and Organizational Code of Conduct for its Board of Directors, Executive Director, and staff. The Executive Director will maintain a safe and fair work environment and ensure that all Foundation staff, especially the Executive Director, conduct themselves in a manner which reflects well on the Foundation.

The Foundation will only hire United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation prior to employment. Selected candidates for employment must also submit to a drug screen test contingent upon offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.