

TuCARE's EXECUTIVE DIRECTOR, INDEPENDENT CONTRACTOR

\$26,000 annual cap (\$2,165 paid monthly for 12 months)

Approximately 20 hours per week, 12 months per year. Some evenings & Saturdays will be required. This is not a benefited position. **(If applicant is seeking full-time work, Executive Director and Education Coordinator positions, could be combined = 32 hours a week average: \$36,800 annual cap.)**

JOB DESCRIPTION

Under direction of the Board of Directors, the Contractor agrees to perform the services of Executive Director for Tuolumne County Alliance for Resources and Environment (hereinafter referred to as TuCARE) for the purpose of achieving our mission statement.

DISTINGUISHING CHARACTERISTICS

- Strong public and interpersonal communication, both verbal and written.
- Skilled at planning and organization at management level; Natural leader
- Able to relate well with the Board of Directors, the general public, decision-makers, and legislators.

Knowledge of:

- Natural Resources in Tuolumne County (*or willingness to learn*).
- Executive leadership and administration; and small non-profit structure characteristics.

Ability to:

- Manage and administrate non-profit organization and maintain membership and vendor databases.
- Work closely with the Education Coordinator and train as necessary.
- Maintain a working knowledge of natural resource issues and present as needed to the board.
- Respond to the public/membership/board of directors with communications and a quarterly newsletter.
- Coordinate the Annual Dinner/Auction (Jan - Mar) and Natural Resources Fall event.
- Prepare for and facilitate monthly Board of Director's Meetings (1st Tuesday night each month).
- Work under the direction of the board; and enjoy working with diverse/large groups.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and/or training that would provide the above-required knowledge, skills and abilities is qualifying:

- **Education:** High School Diploma/GED and post-secondary education in a related field.
- **Experience:** Experience working with non-profit and/or volunteer organizations; Business Administration; Financial and Fundraising; Public Speaking and Event Coordinating.

EXAMPLES OF DUTIES

Administration: The Executive Director shall provide general administrative services including:

- Organization, planning, and execution of all TuCARE large events.
- Facilitation of all Executive Board, full Board of Director's, and committee meetings.
- Responsibility of financial records, tax, status filings, and organization insurance.
- Maintenance of web site in coordination with webmaster.
- Management of all general communications/correspondence.
- Responsibility for renewing/generating memberships; and writing grant proposals*. (**Could be contracted to a professional grant writer.*)
- Administration of Community Wildfire Protection Fund (SAF and In-House) activities.
- Manage and support contracted staff and all (non-education) volunteer activities.

Advocacy: The Executive Director shall provide advocacy services including:

- Creation of appropriate talking points of various issues as directed.
- Attendance and participation at events as directed, including some that may be out of the county.
- Speaking with the press – written, electronic, radio, and television.
- Maintain a working knowledge of state/federal regulations regarding resources use.
- Schedule and conduct "Community Wildfire Protection Fund" presentations.

In order to perform the tasks listed above the Executive Director must be:

- Enthusiastic about the importance of natural resource use and the Mission of TuCARE.
- Able to speak publicly and present the Mission professionally.
- Proficient in computer programs needed for office management, recordkeeping, and presentations.
- Familiar with social media communication methods.
- Ability to walk, stand and sit for periods of time.

TYPICAL WORKING CONDITIONS: The majority of the work is done in an office setting.

Applications are accepted online and by mail:

tucare@mlode.com TuCARE P. O. Box 3483 Sonora CA 95370

Applications will be reviewed by a screening committee which will select candidates to be interviewed.

Applicants selected for personal interview will be notified by email or phone. The final appointment is subject to confirmation by the Board of Directors. Fingerprinting is required.

Close Until filled

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter
3. Letters of Reference (3)