



California Trails Conference Foundation

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Job Announcement

Executive Director

May 19, 2017

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The California Trails Conference Foundation is seeking an Executive Director to oversee day-to-day activities and work with California State Park staff to produce the annual California Trails & Greenways event. Reporting to the Board of Directors, the successful candidate will have proven nonprofit management skills, familiarity with environmental and/or trail-related nonprofits as well as public agencies, leadership abilities, a high degree of initiative, strong interpersonal skills and the ability to work well with others.

This is a part-time independent contractor position that currently requires about 625 hours/year. Schedule is negotiable but requires increasingly more time as the spring event approaches, then fewer hours in the months following. Compensation is negotiable based on qualifications, experience and the ability to grow the organization and the event over time.

APPLICATION DEADLINE: JUNE 23, 2017

Send resume and questions to info@catrailsconference.org

Interviews for selected candidates to be held in Sacramento in July

Foundation Description

Established in 1995, the California Trails Conference Foundation is a California-based 501(c)(3) organization. The mission is to inspire recreational leadership and to provide financial support and services necessary to aid in conducting the California Trails and Greenways event. California Trails & Greenways 2018 will be the 33rd annual 3-day gathering that provides learning and networking opportunities for professionals and volunteers involved in all aspects of urban, rural and wild land trails. Annual attendance has grown to more than 350 participants. For more information visit:

www.catrailsconference.org and <http://www.parks.ca.gov/ctg>

Tasks

- Representation: Represent and speak on behalf of the Foundation and its mission to participants, funders, partner agencies, and the community at large.
- Foundation Business: Prepare annual budget, deposit funds, pay invoices, maintain records, provide financial reports and tax filings, and keep the Board informed as appropriate. Assist with scheduling and conduct of regular and special board meetings.

Tasks (continued)

- Communications: Establish and maintain a dedicated U.S. Postal Service office box, telephone service with voice message, email, webpage and social media services for Foundation and event activities. Respond in a timely manner to all communication.
- Supervision: Recommend for Board approval the hiring of additional staff as needed. Provide training, direction, support and evaluation of staff work performance.
- Fundraising: In cooperation with the Board, develop a plan to maintain and increase Foundation financial assets including, but not limited to, sponsorships, exhibitors, and donors.
- Event Planning: Carry out the provisions of the MOU agreement between the Foundation and California State Parks. In partnership with assigned State Park staff, produce the annual California Trails & Greenways event.

Qualifications

REQUIRED:

- Proven nonprofit management and leadership capabilities
- Proven nonprofit financial management skills
- Skilled with QuickBooks and/or other standard word processing and accounting software
- Strong partnership building including successful fundraising
- Experience planning and producing large scale events
- Ability to effectively plan, organize, communicate and work cooperatively with others
- Ability to use social media as a fundraising and marketing tool
- Demonstrated ability to write clearly and persuasively
- Ability to work from home, to travel in California for meetings and to attend the annual California Trails & Greenways event.

In addition to the above, the following traits are HIGHLY DESIRABLE:

- Desire to provide high quality service to partners, donors and volunteers
- A supportive and sincere, "can-do," demeanor
- Flexible, graciously persistent and attentive to detail
- A high degree of initiative
- Experience working as a trail advocate, volunteer, professional and/or trails program manager. Knowledge of the trails field.
- Proven success in building support for a cause
- Experience working with California's environmental nonprofits, agencies, educational institutions and other professionals
- California resident