



CALIFORNIA TRAILS CONFERENCE FOUNDATION

OPEN POSITION – EXECUTIVE DIRECTOR

May 2024 – Updated 5.13.24

POSITION DESCRIPTION

The California Trails Conference Foundation is a 501-c-3 non-profit seeking a qualified candidate for the Executive Director (ED) position. This is a half-time position. The selected candidate will be responsible for overall strategic planning, revenue generation, financial management, organizational development, staff management and program operations. The ED works closely with Board of Directors and the California State Parks in order to fulfill the role and conduct the annual Statewide Trails and Greenways Conference event.

POSITION RESPONSIBILITIES

Organizational Management & Planning

- Plans and coordinates quarterly board meetings. This includes development of meeting agenda and meeting materials in collaboration with Board President.
- Recommend for Board approval the hiring of additional staff as needed to carry out the provisions of this agreement. Provide training, direction, support and evaluation of staff work
- Oversees all human resource functions including the staff/ contractor hiring and supervision.
- In collaboration with the Board of Directors, develop personnel policies and procedures.
- In partnership with the Board of Directors develop and implement strategic plans that meet CTCF's mission and goals.
- Maintain official records and documents and ensure compliance with federal, state and local regulations, including nonprofit insurance.
- Develop and maintain organizational and program planning and procedure documents to ensure clear and consistent implementation of best practices
- Other duties and responsibilities as directed by the Board.

Fundraising / Fund Development

- In cooperation with the Board, develop a plan to maintain and increase Foundation financial assets including, but not limited to, grant opportunities, local and corporate sponsorships, individual or non-profit foundation donor organizations for both short and long-range commitments.
- Meet the Board's annual fundraising threshold (\$75,000) and identify growth opportunities to exceed this amount.
- Manages all fund development activities (including sponsorships, product donations and raffle/auction planning) in order to ensure stable and long-term financial needs.

Finance Management

- Responsible for the financial management health of the organization, including the development of annual budget development, bank account management, invoice payment, and credit card processing
- Maintain financial records and tracking system (QuickBooks) and develop all necessary financial reports and tax filings. Oversee all corporate filings and tax payments with selected payroll company to ensure timely filings for payroll and quarterly taxes.

Conference Planning

- Execute agreements between the Foundation and California State Parks. In partnership with assigned State Park staff, the Executive Director will assist in planning and producing the annual conference.
- Meet with and/or discuss conference plans with California State Parks, stakeholders, other interested agencies, non-profit organizations, businesses, educational entities and volunteer trail groups
- Monitor and coordinate conference tasks assigned to the Foundation
- Manage conference registration - establish fees, set up on-line registration, monitor and troubleshoot individual registrations, prepare registration materials, manage registration at the conference, assist in developing post-conference attendance and evaluation reports.
- Manage and organize any staff, volunteers, and Board Member assignments at Conference

Public Relations/Communications

- Represent and speak on behalf of the Foundation and its mission to participants, funders, partner agencies, and the community at large.
- Develop creative strategies to expand public awareness
- Ensure effective internal and external group communications (members and partners)

Administration & Operations

- Establish and maintain a dedicated U.S. Postal Service office box, telephone service with voice message and email
- Maintain webpage and social media services for Foundation and conference activities
- Maintain all organizational files, both electronic and hard copy

Qualifications

- Bachelor's degree preferred; business administration, finance, marketing/promotions
- Minimum 2 years of experience in fundraising, organizational management, and administration; nonprofit experience desired
- Demonstrated fundraising and financial management skills, including budget administration and oversight, grant development and management, small and large donor cultivation
- Strong leadership capability, organizational skills, excellent verbal and written communication skills, computer literacy, office administration
- Familiarity with outdoor recreation and natural resource management

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