



California Trails Conference Foundation

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www.CaTrailsConference.org

Job Announcement Executive Director

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Maryanne Vancio

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May 13, 2024

The California Trails Conference Foundation is seeking an Executive Director to oversee fundraising activities, non-profit business activities and work with California State Park staff to produce the annual spring California Trails & Greenways event. Reporting to the Board of Directors, the successful candidate will have proven fund raising and sponsorship experience and strong nonprofit fiscal 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 half-time employee position that currently requires about 1,000 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: May 31, 2024 or until position filled

Send resume and questions to Maryanne Vancio mvancio@cox.net

or (619) 871 0327

Interviews for selected candidates should occur soon thereafter

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 2024 will be the 39th 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 that include trail professionals, agency representatives, advocates and volunteers. For more information visit: www.catrailsconference.org and www.parks.ca.gov/?page_id=24151

A 501(c)(3) nonprofit organization #68-0343597

Tasks

- Fundraising: In cooperation with the Board and State Parks Staff, develop a plan to increase and maintain Foundation financial assets including, but not limited to, sponsorships, exhibitors, and donors. The 2024 fund raising goal of \$75,000 is required. Reoccurring annual sponsorships/donors currently exist.
- 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 organizing regular and special board meetings.
- 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.
- Event Planning: In a supportive role with assigned State Park staff, produce the annual California Trails & Greenways event.

Qualifications

REQUIRED:

- Strong fundraising skills that includes long-term partnership and sponsorship development
- Proven nonprofit financial management skills
- Skilled with QuickBooks and/or other standard word processing and accounting software
- Proven nonprofit management and leadership
- Ability to effectively plan, organize, communicate and work cooperatively with others
- Ability to use, update and maintain 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 community/industry
- Proven success in building support for a cause
- Experience working with California's environmental nonprofits, outdoor retail industries, agencies, educational institutions, volunteers and other professionals
- California resident

A detailed position description with salary and benefits is available upon request