

Executive Director Job Posting

Organization: Bolsa Chica Land Trust

Location: Huntington Beach, California

About the Organization:

The Bolsa Chica Land Trust is a leading environmental advocacy, non-profit organization dedicated to supporting the thriving Ecological Reserve and sacred cultural site at Bolsa Chica. Its vision is to ensure a thriving, healthy, and sustainable ecosystem for the entire Bolsa Chica, encompassing the protection and preservation of cultural lands and biodiversity from uplands to wetlands. The organization actively engages in acquisition, restoration, preservation, education, research, and community engagement to address threats such as pollution, invasive species, climate change, and sea-level rise.

Position Summary:

The Executive Director will be the chief executive officer of the Bolsa Chica Land Trust, responsible for the overall strategic and operational leadership of the organization. This role requires a passionate advocate for environmental conservation, cultural preservation, and community engagement, with a proven track record in non-profit management, fundraising, and stakeholder relations. This is an on-site, hybrid position located in Huntington Beach, CA.

Key Responsibilities:

- **Strategic Leadership & Vision:**
 - Lead the development and implementation of the organization's strategic plan in alignment with its mission and vision.
 - Provide visionary leadership to advance the protection and preservation of the Bolsa Chica ecosystem.
 - Stay abreast of environmental policy, conservation trends, and community needs relevant to Bolsa Chica.
 - Strong internal communication cadence with transparency to the board.
 - Regularly solicit insights and feedback from all levels of the organization and community and take action when appropriate.
- **Fundraising & Financial Management:**
 - Develop and execute comprehensive fundraising strategies, including grant writing, donor cultivation, and major gift solicitation, to ensure the financial sustainability of the organization.
 - Oversee financial planning, budgeting and reporting, ensuring sound fiscal management and accountability.
 - Diversify funding sources and build strong relationships with individual donors, foundations, and corporate partners.
- **Program Oversight & Development:**
 - Provide leadership and oversight for all core programs: Acquisition, Restoration (Bolsa Chica Stewards), Preservation, Education (Miracles of the Marsh), Research, and Community Engagement.
 - Ensure the effective and impactful delivery of programs that further the organization's goals.
 - Identify opportunities for program expansion and innovation.

- **Community Engagement & Advocacy:**
 - Serve as the primary spokesperson and advocate for the Bolsa Chica Land Trust, building and maintaining strong relationships with community members, government agencies, elected officials, and other stakeholders.
 - Lead advocacy efforts to influence policy and secure resources for the protection of Bolsa Chica.
 - Foster strong community support through public tours, volunteer opportunities, and outreach initiatives.
 - Develop and maintain relationships with other NPOs, community groups and key stakeholders.
 - Representation of the organization at public events and in media interactions.
- **Board Relations & Governance:**
 - Work collaboratively with the Board of Directors to establish organizational policies and achieve strategic objectives.
 - Ensure effective governance and compliance with all legal and regulatory requirements.
 - Support Board recruitment, development, and engagement.
- **Operations & Staff Management:**
 - Oversee daily operations, ensuring efficient and effective management of resources.
 - Recruit, lead, mentor, and manage a dedicated team of staff and volunteers.
 - Foster a positive and productive work environment.

Qualifications:

- Bachelor's degree required; Master's degree in environmental science, non-profit management, public administration, or a related field preferred.
- Minimum of 7-10 years of progressive leadership experience in a non-profit organization, with at least 3-5 years in a senior management or executive role.
- Demonstrated success in fundraising, including major gifts, grants, and diverse revenue streams.
- Strong understanding of environmental conservation, habitat restoration, and cultural preservation issues, preferably with experience in coastal ecosystems.
- Exceptional communication, public speaking, and interpersonal skills.
- Proven ability to build and maintain strong relationships with diverse stakeholders, including donors, community leaders, government officials, and volunteers.
- Strategic thinker with strong analytical and problem-solving abilities.
- Experience in financial management, budgeting, and organizational development.
- Ability to inspire and motivate staff, volunteers, and the community.

To Apply:

Interested candidates should submit a resume, cover letter, and salary expectations to Jeff Rokos at jeff@bclandtrust.org

For more information about the Bolsa Chica Land Trust, please visit our website: Bolsa Chica Land Trust.