



Laguna Canyon Foundation Executive Director Position

Overview:

Laguna Canyon Foundation (LCF) is a well-established and expanding 501(c)(3) non-profit corporation whose mission is to preserve, protect, enhance and promote the 20,000-acre South Coast Wilderness in southern Orange County, CA. We bring together state, county and city landowners and managers to work in partnership on behalf of open space. Our objectives include increasing public awareness of wilderness, acquiring new land for the park system and assisting land managers with interpretation, habitat restoration and education.

Position Description:

We are currently seeking a qualified professional as Executive Director. The successful candidate will be responsible for management of two full-time and one part-time staff members, consultants and volunteers. The Executive Director's primary responsibilities include fundraising, outreach, program management, and organizational governance.

Responsibilities

Directs the Foundation's fundraising activities, including major donor cultivation and recognition, grants, events, and planned giving. Manages all operations, including annual budget, payroll, bills, accounting, and tax reporting. Oversees all of LCF's public education and school programs. Works with the President on Board development and strategic planning. Manages all Board and Committee meetings. Reviews and approves monthly and quarterly publications. Represents Laguna Canyon Foundation to the public at large. Manages business related contracts, technology, and corporate filings.

Requirements

Candidates should have a Bachelors degree from an accredited university (advanced degree preferred) and 5-10 years experience in the nonprofit sector. Strong environmental background and a commitment to Laguna Canyon Foundation's mission are also required.

The following traits are essential:

- Strong small business management
- Proven fundraising experience
- Excellent communication skills
- Strong organizational skills
- Understanding of local and state politics
- Good accounting and finance skills
- Strong IT skills, including word processing, database, email and web

Salary/Benefits:

Salary range is \$70-85,000 DOE. Nine paid holidays, three weeks vacation and flexible medical and retirement considerations.

To Apply:

Interested candidates should submit a cover letter and resume to jobs@lagunacanyon.org. Position is open until filled.