



The C.R.E.W. is looking for a dynamic, growth-oriented Executive Director to lead this nonprofit conservation corps, which is based in Ojai, CA and serves Ventura and Santa Barbara counties. For over 30 years, The C.R.E.W. has been dedicated to providing year-round employment in environmental work, as well as professional development, for teens and young adults. Our full-time and part-time staff work in backcountry trails, fire prevention, habitat restoration, urban forestry; as well as administration, project leadership, and youth leadership programming.

Position Title: Executive Director

Location: C.R.E.W. Office, Ojai, CA

Reports To: Board of Directors

Salary Range: \$60,000 - \$75,000

Status: Full-time, Permanent

SUMMARY: The Executive Director oversees staffing, safety and operations, human resources, budgeting, community relations, and fundraising.

KEY RESPONSIBILITIES:

- **Program & Staffing**
 - Recruit, hire, train, and develop staff; and/or provide necessary support to management staff to recruit, hire, train, and develop team members.
 - With key staff, develop and ensure adherence to program objectives.
 - Ensure adherence in policy and practice to all current best practices and human resource laws.
 - Maintain positive relationships with key stakeholders, including clients, project partners, professional development and networking partners, and leading community members.

- **Board of Directors Relations**
 - Plan board agendas and develop background materials for meetings of the Board of Directors.
 - Facilitate strategic planning, updated at regular intervals.
 - Engage individual Board members in selected parts of operations, fundraising, or community relations.

- **Finance & Development**
 - Prepare an annual budget to be approved by the Board of Directors.
 - Approve and manage expenditures.
 - Develop and implement fundraising strategies.

- Maintain consistent and positive donor relationships.
- Serve as chief liaison with other community organizations and key constituent groups.
- Develop seasonal and year-round projects to ensure consistent flow of work opportunities.
- Maintain a robust grant portfolio with both recurring grants, and pursuing new opportunities.

POSITION REQUIREMENTS

Experience: Must have a minimum of 5 years of managerial experience, preferably in the nonprofit sector, including fundraising, proposal opportunity development and proposal writing, supervising staff, and working with a Board of Directors. Previous experience managing teams, youth and/or young adults, conservation corps, landscape-scale restoration projects, wildland fire crews, or similar, is strongly preferred.

Skills:

- Ability to manage and motivate staff members.
- Proficiency in nonprofit financial management.
- Demonstrated ability in public speaking, written and oral communication, and interpersonal relations.
- High level of proficiency in donor relations, fundraising, and grant acquisition.
- Ability to manage complex grants and field projects.
- Must be able to pass a Department of Justice fingerprint check.

HOW TO APPLY

Email your resume and cover letter to Board President Mary Bergen at Mary_Bergen1@roadrunner.com. Interested applicants are encouraged to email with any questions about The C.R.E.W. and this opening. Applications will be considered on a rolling basis.