

**Chief Executive Officer
Friends of the Desert Mountains**

Overview

The Chief Executive Officer directs the work of the Friends of the Desert Mountains, a non-profit organization whose mission is to acquire, preserve and protect lands in the Coachella Valley area and to increase community awareness and support for these efforts and for the Santa Rosa and San Jacinto Mountains National Monument. This position reports to the President of the Board.

Background

Friends of the Desert Mountain (FODM) has an active land acquisition program and presently owns nearly 13,000 acres of land and has been involved with the acquisition of over 30,000 acres in land deals involving tens of millions of dollars. Land acquisition is funded primarily by government and foundation grants and through local fund-raising efforts and donations. Land acquired is often transferred to government agencies to hold in the public trust. FODM also serves as the support group for the Bureau of Land Management and USFS managed Santa Rosa and San Jacinto Mountains National Monument. Responsibilities include staffing a bookstore/gift shop at the Visitor Center, leading interpretive hikes, assisting with conservation education programs in the local schools, recruiting volunteers for various projects, fund raising and developing interpretive materials and displays. FODM is presently involved in a corporate challenge fundraising campaign supported by a grant. The funds raised will support FODM's SRSJMNM support activities, acquisition program, and other activities including trails planning.

In conjunction with the fundraising program, FODM is developing a major branding and marketing campaign to raise its profile in the community, attract members, and increase contributions. FODM has an active, Board of Directors that functions through a committee structure. The Board meets monthly.

Summary of CEO responsibilities

The CEO is responsible for directing and implementing the goals of the organization including the administration of the entire agency and supervision of the current staff of four employees.

The primary CEO responsibilities are:

- Implement FODM's land acquisition program – (one of the most important functions of the CEO).
- Facilitate the sale of non-conservation land to generate revenue for FODM; interact regularly with the FODM Property Committee.
- Implement and oversee fund development and marketing programs.
- Oversee the implementation of FODM's SRSJMNM support programs and activities.
- Effectively manage FODM so that all elements of the organization — staff, volunteers, board, and partners—collaborate as a team.
- Drive the FODM strategic planning process to ensure the organization's conservation goals and strategies are implemented.
- Ensure, in conjunction with the COO, the accurate and timely preparation of financial reports, record keeping, annual budget, setting of financial goals, and management of investments.
- Ensure that accepted financial standards, operating policies, programmatic commitments and legal requirements are met.
- Represent FODM, and more broadly the Coachella Valley, in efforts to ensure that future state and federal funds for acquisition include funding for the Coachella Valley.
- Represent the organization with interagency partners, political leaders, the media and the public.

Requirements:

- Experience in all aspects of land acquisition from the perspective of a land trust
- Strong knowledge of environmental and land conservation issues
- Experience with non-profit fundraising and proven success with foundations, major donors and individual gifts
- Prior experience and ability in building relationships, and working with people from different backgrounds and perspectives
- Successful experience in budget management and tracking
- A high level of organization, a strong sense of teamwork; ability and experience juggling complex tasks
- The ability to work with a highly effective board
- Have a good sense of humor
- Excellent written and oral communication skills

Salary will be commensurate with experience. The Friends has a competitive benefits package.

The Friends' website may be viewed at www.desertmountains.org

Submit a *resume, references, and a cover letter providing background, interest and qualifications* for this position to CSteinke3@cox.net