



**GBOP Job Position Opening:  
Executive Director  
Posted: January 2012**

**Who We Are**

The Grizzly Bear Outreach Project (GBOP) promotes an accurate understanding of grizzly bears, black bears, wolves, and cougars in the North Cascades and Northern Rockies through community education and involvement. We work very closely with community members in a non-advocacy setting by gauging knowledge and opinions; providing easy access to accurate information about these species' ecology, safety, behavior, and recovery of both grizzly bears and wolves.

**Overview**

GBOP is seeking an individual to serve as Executive Director who will give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives as the organization begins its mission under new 501(c)(3) status and under a new name (yet to be determined). The Executive Director is responsible for overall strategic planning, revenue generation, financial management, organizational development, staff management and program operations. The Executive Director will work closely with staff to assist in carrying out the mission of the organization.

**Partial Job Responsibilities**

- ✓ Manage the daily operations, including overseeing of staff and outside specialists.
- ✓ Develop an annual strategic plan, revenue plan, and budget.
- ✓ Develop and maintain relationships with major partners, including government agencies, foundations, corporations, business and individual major donors.
- ✓ Lead, motivate and supervise staff so they are advocates for GBOP's programs, goals and objectives.
- ✓ Ensure that the organization's staff has the skills appropriate to their respective positions by focusing on hiring, ongoing staff training and development.
- ✓ Ensure that the organization has the appropriate systems and technology to operate efficiently and effectively.
- ✓ Anticipates organization's needs and takes steps to meet those needs.
- ✓ Attend interagency meetings, provide updated reports and financials, to partners in a timely manner.

**Background and Qualifications**

- ✓ At least 2 years experience in a related nonprofit or for-profit position.
- ✓ Strong and proven leadership skills, and the drive and passion to make things happen.
- ✓ Working knowledge of wildlife ecology, biology, and conservation issues.
- ✓ Experience with planning, coordinating and or delivering education and outreach programs.
- ✓ Experience with the design, implementation and management of multiple projects and larger collaborative, grant-funded projects.
- ✓ Strong communication, writing and presentation skills, and the ability to interact comfortably with a wide range of individuals and groups.
- ✓ Willingness to travel to meetings, conferences, and field visits.

**Salary:** DOE. This is a part-time position at 30 hours/week.

**Application Deadline:** March 5, 2012.

**Starting Date:** April 1<sup>st</sup> or sooner.

Please send a cover letter and resume/cv to [cassidykt@yahoo.com](mailto:cassidykt@yahoo.com)