EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Executive Director – Texas Brigades Conservation Education & Youth Leadership Development

LOCATION: San Antonio, TX

TERM: AT WILL

SALARY: Commensurate with experience, plus benefits (first six months probationary)

AVAILABLE: October 1, 2015

General Position Description: This position is responsible for providing strategic leadership for the Texas Brigades by working with the Executive Committee and Board of Directors to establish long-range goals, strategies, plans, and policies. S/he has knowledge of youth leadership development, the Brigades’ core programs, volunteer management, and non-profit operations, business plans, fundraising and grant writing.

Organization Description: The Texas Brigades’ mission is to educate and empower youths with leadership skills and knowledge in wildlife, fisheries, and land stewardship to become conservation ambassadors for a sustained natural resource legacy.

The Texas Brigades is a combination of five educational programs: Bobwhite Brigade (quail), Buckskin Brigade (deer), Bass Brigade, Waterfowl Brigade (ducks and geese), and Ranch Brigade (cattle). An understanding of the importance of this program is represented by its cooperating partners, including Texas A&M AgriLife Extension Service, Texas Wildlife Association, Texas Wildlife Association Foundation, USDA-Natural Resources Conservation Service, and Texas Parks & Wildlife Department. The Texas Brigades program is a 501(c)(3) non-profit organization.

Duties and Responsibilities, include but are not limited to the following:

- Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance (budget development, administration, and monitoring for Texas Brigades, and all accounting for Brigades headquarters and all camps), administration, fundraising, communications, and systems; recommends timelines and resources needed to achieve the strategic goals
- Provides leadership and management to ensure that the mission and core values of the Brigades are put into practice
- Provide cooperative presence within the structure of the Texas Wildlife Association’s Conservation Legacy program
- Uses external presence and relationship to garner new financial opportunities for the Brigades; expands revenue-generating and fundraising activities to support existing program operations and planned growth
- Actively engages and energizes Texas Brigades’ cadet candidates, cadets’ parents, volunteers, board members, Camp Coordinators and Committees, alumni, partnering organizations, and funders/donors
- Develops, maintains, and supports a strong Board of Directors; serves as ex-officio on each Camp Committee, seeks and builds board involvement with strategic direction for both ongoing headquarters operations as well as Camp Committees
- Interviews, hires, and trains employees (and/or oversees delegated training); plans, assigns, and directs work; appraises performance; rewards and disciplines employees;
addresses complaints and resolves problems
• Deepens, refines, and oversees all aspects of communications—from web presence to external relations
• Ensures camps and volunteers meet all requirements to maintain State of Texas Youth Camp License

Education and Experience:
1. Bachelor’s Degree in Education or Non-profit Management, plus a minimum of three years’ experience preparing educational programs, managing a non-profit organization or business, and managing volunteers
2. Prefer work and/or experience including youth leadership development, wildlife management, conservation-related studies or similar focus area.
3. Any equivalent combination of education and experience which produces the required knowledge, skills and abilities.

Knowledge and Skills:
• Ability to relate well and establish rapport with diverse audiences, including youth and volunteers
• Excellent communication, writing and public speaking skills
• Knowledge of non-profit management and business
• Experience in writing successful grants and developing and executing successful fundraising ventures
• Ability to manage multiple projects at one time and manage full- and part-time staff
• Skilled in use of Microsoft Office products, website maintenance, Adobe products, and social media outlets (Facebook, LinkedIn, etc.)

Time Commitment:
This is a full-time position. Periodic evening and weekend events, and travel is required. Travel will vary from 30-40%, based on seasonal requirements.

Contact Information:
Please mail, email or fax cover letter, resume, three letters of reference, and salary requirements by September 2, 2015.

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