



## **CNPS Associate Director Job Announcement**

### **About CNPS**

Founded in 1965, the California Native Plant Society (CNPS) is a science-based non-profit that increases understanding and appreciation of California's native plants, while conserving them and their natural habitats. The Society is headquartered in Sacramento, with 10,000 members in 35 chapters across California and Baja California. As we celebrate 50 years of accomplishment we are also looking forward to even more success in the decades to come.

### **Job Summary**

The Associate Director (AD) is a new leadership position. Under the direction of the Executive Director, the AD manages and enhances internal organization processes and infrastructure to ensure smooth and seamless operations that support CNPS's ability to fulfill its mission. In the absence of the Executive Director, the AD assumes responsibility for directing the day to day operations of CNPS.

The AD provides key strategic leadership to the Executive Director (ED) by advising on issues of significant organizational importance and long-term sustainability. The AD is responsible for overseeing and monitoring financial practices, leading the budgeting process, managing human resources, and providing oversight of facilities and IT infrastructure. They will have broad latitude to shape this growing organization, including defining strategy and scoping/hiring new positions to help fulfill these important responsibilities.

For the right person, one who sees how Californians can work together to celebrate and save our flora, this is a rare opportunity to make an enduring difference. The responsibilities listed below illustrate the overall possible scope of this position, and will be tailored to fit the strengths of the right candidate.

### **Essential Duties and Responsibilities:**

- Manages the day-to-day internal operations of CNPS.
- Assist the ED in managing strategic plan implementation and monitoring.
- Review contracts for approval and signing.
- Provide support to development staff by reviewing budgets, proposals, reports, agreements/contracts.
- Oversee insurance, risk management, and compliance with relevant laws and regulations.
- Develop and maintain administrative policies.
- Lead annual budgeting process, manage annual budgets and financial reporting, approve special expenditures, and ensure record-keeping accuracy.
- Supervise staff to ensure coordination with chapters on their operations and financial processes.
- Oversee Human Resources programs, including supervising the Accounting and HR Coordinator to ensure proper training for all supervisors.
- Work with ED in scoping new staff positions and hiring new staff. Coordinate annual work plan development and annual performance evaluations.

- Partner with the ED and other staff to ensure a healthy, inclusive, and collaborative work culture across the organization, to foster their sense of ownership and job satisfaction, and to facilitate their professional development.
- Manage building and internet leases/services, equipment purchasing, and IT to ensure that facilities and equipment are meeting the needs of the organization and staff.
- Participate as necessary in developing data management policies and procedures, and ensure the integrity and confidentiality of CNPS databases.
- Other duties as required.

**Desired Skills and Qualifications:**

- Minimum seven years' experience in nonprofit management, financial management, business administration, or equivalent.
- Experience supervising subordinate staff and contractors, including planning and assigning work, training and evaluating employee performance.
- Strong non-profit organizational administrative and management skills.
- Excellent communication and problem-solving skills
- Detail-oriented and results-driven, creative problem-solving skills
- Exercise good judgment in making decisions.
- Ability to travel within California, and to work occasional weekend or evening hours.
- Commitment to the mission of CNPS, and to the principle that CNPS is a Society in which every individual is unique and valuable.

**Please Note if You Possess Additional Desired Qualifications**

- Fluency in Spanish.
- Experience with community organizing, grassroots outreach, conservation action.
- Expertise developing books or other publications.
- Skills and experience with funds development and membership engagement.
- Knowledge of CNPS, familiarity with native plants, a commitment to conservation.

**Physical Requirements**

This job requires prolonged use of computer and mouse. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Status and supervision**

This is an exempt, full time staff position eligible for benefits. Position is supervised by the Executive Director, and supervises the Accounting and HR Coordinator and other staff.

**Compensation and benefits**

This is a key position with competitive compensation, commensurate with qualifications and experience. CNPS offers a comprehensive compensation and benefits including full payment of employee health insurance premiums and dental insurance; generous vacation, family, sick leave, and holiday; retirement match; flexible work schedules; professional development opportunities and more.

**To Apply**

Please submit application to [jobs@cnps.org](mailto:jobs@cnps.org). Subject line of email should read “*Associate Director application.*” This is a full time, Sacramento-based position. Position is open until filled.