



TITLE: Executive Director, Florida Native Plant Society (FNPS)

FLSA STATUS: Exempt

REPORTS TO: President of the FNPS Board

NUMBER OF POSITIONS REPORTING TO THIS POSITION: 2

LOCATION: Location is flexible across Florida

The Florida Native Plant Society (FNPS) seeks an Executive Director (ED) to lead a non-profit membership-based organization with over 5000 memberships statewide. FNPS is dedicated to promoting the preservation, conservation, and restoration of the native plants and native plant communities of Florida. Founded in 1980, FNPS has over 35 chapters and more than 5,000 members. Organizational funding comes from membership fees, grants, partnership programs and private supporters.

The Executive Director (ED):

- Is responsible for the leadership and management of daily operations and all programs of the Florida Native Plant Society (FNPS).
- Implements the FNPS Strategic Plan, the FNPS annual budget (approximately \$250,000 annual expenses) and other Board directives, and develops organizational, business, donor, and membership networks for the purpose of furthering FNPS's mission.
- Is responsible for all administrative and operational aspects of the organization.
- Is in regular communication with the President, FNPS leadership and constituents.

A successful candidate must reside in or move to Florida, be able to travel, and be able to work from a home office as their base of operation.

Salary and benefits are competitive with peer organizations and will be commensurate with experience. Start date is negotiable, although the preferred start date for the position is on or near December 1, 2021.

The successful candidate should possess these qualifications.

- Bachelor's degree in natural sciences, resource management, environmental policy, or other relevant field.
- Five or more years of experience in program management, leadership and/or administration as part of a non-profit organization or comparable program.
- Self-starter with record of productivity. Results oriented, demonstrated goals achievement, strong writing and public speaking skills and is a team builder/leader.
- Ability to implement annual budgets and accounting systems.
- Fundraising Skills, including major gift fundraising.
- Ability to manage Google Workspace (formerly G-suite) or similar, QuickBooks online (or similar), and a working knowledge of CiviCRM (or similar constituent relationship management software).
- Proficiency with professional software programs (Word, Excel, PowerPoint).

- Candidates must be enthusiastic about the mission of the organization and willing to learn. Demonstrated prior interest in conservation, natural resources, botany or related subjects is preferred.

WORK ENVIRONMENT

- Work is performed mainly in a home office setting. Some outdoor work may be required, including site visits and field trips.
- Estimated travel – Less than 25%. Travel to FNPS events, including Chapter and Board meetings. Events may occur outside of normal business hours; some weekend travel and work may be required.

How to Apply

Send a cover letter explaining your interest and qualifications for the position and a copy of your resume/CV to EDsearch@fnps.org.

This position will remain open until September 30, 2021.

Candidates who advance past an initial screening will be asked to provide 3 to 4 professional references. Additional information about the organization at <https://www.FNPS.org>.

Send questions or inquiries about the position to EDsearch@fnps.org.