Executive Director Position Description
The American Bald Eagle Foundation
Haines, Alaska*

Summary:
The Executive Director is the chief executive officer of The American Bald Eagle Foundation (ABEF) and is responsible for its overall strategic direction, leadership and administration. Through guidance and approval from The ABEF Board, the Executive Director has broad authority to lead and govern the operations of the foundation toward its mission, strategic goals and operations. Primary responsibilities include implementation of the strategic plan, staff development and supervision, financial management, fund raising, public relations, program development, site management and evaluation.

Leadership/Administration:

- With the board of directors, staff, and key stakeholders, develops and articulates the vision and mission of the ABEF.
- Provides leadership toward long term strategic plans and implementation of short term goals.
- Develops and enhances key relationships and partnerships with external stakeholders including educators, environmental/conservation organizations, corporations and businesses, foundations and agencies.
- Oversees the operations, management and improvement to the ABEF and all of its associated facilities, programs and sites.
- Demonstrates initiative, adaptability and a proactive solution-oriented approach to opportunities and challenges.
- Creates a positive learning culture that encourages the introduction of new ideas, approaches and methods in order to improve the effectiveness and efficiency of the ABEF programs and operations.
- Ensures that the ABEF staff and programs operate in compliance with applicable local, state and federal law and regulations.
- Develops and maintains relationships with other nature and raptor centers and foundations.

Board/Community Relations:

- Develops and champions an active and committed board of directors.
- Meets regularly with the board president, committees and members to establish and enhance effective board processes, meetings and actions fiscal management.

Fiscal Management:

- Rigorously ensures the ABEF operates in a fiscally responsible manner as a not-for-profit business in accordance with IRS 501C3 regulations and Generally Accepted Accounting Principles (GAAP).
- Develops an annual budget and oversees the commitment to meeting the budget.
Management:

- Leads by demonstrating the ABEF mission, goals, and values.
- Provides strong, creative and energetic leadership to the ABEF staff, board and volunteers.
- Establishes and maintains clear patterns of authority, responsibility, supervision, and communication.
- Develops the core competencies of the ABEF personnel.
- Implements strategies and systems that ensure that the ABEF’s programs, operations and customer service meet the highest standards of quality and safety.
- Develops and uses an effective system of personnel policies, including recruitment, selection, training, appraisal, incentive, compensation, discipline and termination in order to recruit and retain a highly qualified and motivated staff.
- Demonstrates excellent communication and delegation skills, promotes an open exchange of information and ideas, and accepts feedback and assistance from others.
- Provides timely, candid and constructive performance feedback and takes action to correct unacceptable performance, expresses appreciation to staff for work done well.

Development and Marketing:

- Plans for future revenue needs and resources to sustain the ABEF programs and operations.
- Establishes and maintains the local, regional, and national profile of ABEF through public, professional and personal contacts.
- Supports brand identification of the ABEF’s commitment to excellence and its services.

Program Management:

- Works with education staff and partner organizations to continually design, implement, and assess educational programs.
- Ensures our constituency's accessibility to the ABEF’s services and programs.

Evaluation:

- Establishes an annual work plan based on both the strategic and short term goals of the ABEF.
- Participates in an annual review conducted with the President of the ABEF and the board’s personnel committee.

*www.baldeagles.org*