



REDWOOD
FOREST
FOUNDATION
INC.

90 W REDWOOD AVE., FORT BRAGG, CA 95437 | INFO@RFFI.ORG | WWW.RFFI.ORG

Job Title:	Executive Director
Reports to:	RFFI Board of Directors
Worksite:	RFFI Offices, 90 West Redwood Ave, Fort Bragg, CA 95437
Allocation:	Full-time
Posted:	March 25, 2024. Open until filled.
FLSA Status:	Exempt
Compensation:	Salary Range \$115,000-\$145,000 DOE + benefits (health, dental, vision, life, retirement plan)
To apply:	Please send a resume and cover letter to Bill Snyder, Board President at hire@rffi.org . We will screen applications as they arrive. Questions can also be addressed to hire@rffi.org .

We are looking for a person with....

- Passion for the idea of working community forests and belief in their capacity to transform communities
- An energetic, entrepreneurial mindset that combines vision and analytical skills
- Clear competency in articulating a vision that motivates internal and external stakeholders toward common goals
- An inclusive, transparent, consensus-building leadership style both in and out of the public spotlight that inspires and builds trust
- Political acumen, able to navigate a complex social network
- A strong work ethic coupled with an optimist's enthusiasm and a pragmatist's desire for action

Specific desired skills

- Demonstrated success in planning and executing a fundraising strategy
- Demonstrated understanding of the legal, financial and ethical requirements of nonprofits
- Significant leadership experience and achievement in the private, public or non-profit sector
- A high degree of financial acumen; including budget development and management, analyzing and presenting financial information
- Experience working with boards, including meeting agenda development, identifying the appropriate decision-making level based on law and organizational policy, provision of timely and appropriate information supporting the board's need to make decisions
- A record of accomplishment building partnerships, coalitions, and alliances across sectors, communities, and fields of practice
- A background in timberland management is relevant, but not required

Principal Duties and Responsibilities

Organizational Leadership

- Establish and maintain a positive working relationship with the Board of Directors
- Assist the Board of Directors in identifying additional Board members to deepen the capacity of the Board to represent various stakeholders and increase its ability to fundraise and fulfill RFFI's mission
- Develop and execute strategic plans with the participation of the Board and Directors including annual work plans to build the capacity of the organization
- Work with the Board, & forestry staff to advance the Stewardship Plan for Usal Redwood Forest
- Provide the Board with information and resources needed to carry out their work, promptly inform them of all business and policy issues and opportunities that may affect RFFI and recommend appropriate courses of action
- Provide timely and accurate information to the Board and sustain open communication required for a healthy partnership with the Board
- Lead the development of strong and effective working relationships at all levels of the organization
- Build and manage staff as required
- Recommend new policies for Board approval as needed

External Relations

- Represent RFFI to local and national constituencies; connecting the public to RFFI's work, expanding awareness of RFFI's achievements and effectively making the case for support
- Establish and maintain positive relationships with current and potential funders, key stakeholders including state and regional government, institutions and organizations, businesses, professionals, conservation and education leaders, service organizations and others that share an interest in the work of community forestry
- Oversee the cooperation and participation of partner groups, legislators, media representatives, businesses, environmental nonprofits, civic groups and general public to further RFFI's goals
- Support and engage RFFI's Redwood Forest Council to help implement our mission in accordance with community interests and priorities
- Facilitate Native American collaboration in RFFI's forestland management and development of access policy and infrastructure
- Communicate effectively to all groups regarding the mission and programs of RFFI, establishing a trustworthy, transparent, and visible presence of the organization

Fundraising

- Support staff in presenting fundraising campaigns that achieve growth and development of RFFI's donor base, attract and cultivate high net worth donors, and increase overall annual fundraising outcomes
- Increase RFFI's capacity to take advantage of opportunities by identifying institutional, agency and corporate level funding opportunities, investment partnerships, and grants
- Engage Board participation in fundraising activities
- Create a culture of fundraising within the organization

Finance and Operations

- Maintain a working relationship with financial partners
- Oversee the development, management and integration of Usal Redwood Forest Company (URFC) and RFFI annual budgets
- Maintain organizational transparency and compliance with the Usal Forest Conservation Easement and the Forest Stewardship Council (FSC) certification, as well as all Federal and State statutes and regulations
- Direct the URFC forest carbon compliance offset project in coordination with RFFI's carbon consultant, US Forest Capital and the Usal Forest Manager
- Annual and ongoing tasks include:
 - Managing the Contractor responsible for inventorying of Usal Forest carbon and preparation of the Offset Program Design Report
 - Registering the project with the Climate Action Reserve and California Air Resources Board
 - Working with US Forest Capital negotiating offset annual sales
 - Working with the RFFI Board to budget and approve annual sales
 - Reporting to and negotiating with Bank of America and their counsel to secure sales consent for sales
 - Providing Bank of America with settlement documentation to complete distribution of proceeds
- Working with staff and consultants to negotiate future land acquisitions

Program Management

- Support staff in the implementation of programs that strengthen the relationship between RFFI and the regional community
- Support existing and encourage expansion of partnerships that address regional priorities.
- Develop programs related to future land acquisitions
- Develop, maintain, and present performance metrics, benchmarks, and targets to measure program impact and ensure the confidence of stakeholders

Supervision Received

The Board of Directors provides guidance with direct supervision by the Chairperson of the board

Supervision Exercised

Direct supervisor of the URFC Forest Manager, as well as RFFI staff and contractors