



SAVE THE SCENIC SANTA RITAS ASSOCIATION

8987 E. Tanque Verde #309-157, Tucson, AZ 85749 info@scenicsantaritas.org www.scenicsantaritas.org (520) 445-6615

January 2022 - Save the Scenic Santa Ritas Seeks Executive Director

Save the Scenic Santa Ritas, a 501(c)(3) non-profit organization based in Tucson, Arizona, seeks a qualified individual for a half-time position as Executive Director. Save the Scenic Santa Ritas (SSSR), in partnership with multiple collaborators, has been opposing open-pit mining projects in the Santa Rita Mountains since 1996, with a particular focus on research and advocacy, including litigation. Please visit <https://www.scenicsantaritas.org/> and <https://www.rosemontminetruth.com/> for more detailed information about SSSR.

The Executive Director will implement policies of the Board of Directors through program development and implementation, fundraising, and management of public communications, marketing, and other administrative functions.

This position attends Board of Directors' meetings, works with the Board of Directors and reports to the Board of Directors through the President. Operational or administrative functions may be in partnership with volunteers or contractors, with oversight by the Executive Director. This position will supervise any other contractor working for SSSR established by the Board of Directors.

This position will pay \$30,000/year as a contracted position, with an initial two-year at-will agreement.

Job Description:

Leadership and Program Management

- In partnership with the Board and its officers and Board committees, represent the mission and programs of SSSR to policymakers, including elected officials and candidates for office at multiple levels, Tribal governments, allies, the general public, and other stakeholders. Establish and maintain sound relationships with news media and allied organizations sharing common interests.
- Building on the existing positive relationships with donors, the Executive Director is responsible for designing and implementing a successful fundraising program developed in partnership with the Board of Directors and engaging their assistance, including periodic public events, outreach materials, and fundraising activities, writing or supervising the writing of grant submissions.

- Submit required financial and other documents to donors, to government, and fundraising oversight organizations in a timely way.

Financial Oversight

- In partnership with the Treasurer, be responsible for the day-to-day financials of the organization.
- Assure accounting of all funds using best practices for non-profits in financial and operational controls.
- Create a budget in collaboration with the Board designed to meet or exceed goals for revenue while predicting and managing expenses.

Operations and Administration Functions

- Guide the smooth functioning of SSSR in its daily operations.
- In conjunction with the Board of Directors, develop and execute an annual grant writing and fundraising campaign.
- Be responsible for well-designed communications that include website maintenance, developing brochures, print mailings, social media, email newsletters, and other marketing and advertising as needed.
- Effectively manage all aspects of distribution of SSSR merchandise, such as T-Shirts, books, etc.

Qualifications

- Demonstrated passion for environmental ethics and the work of SSSR.
- Strong preference for a candidate with environmental advocacy experience and/or knowledge of environmental advocacy, particularly in the Sky Islands ecosystems.
- Personable and professional demeanor, intellectual depth, maturity, wisdom, humor, and collaborative skills to garner the trust and confidence of Board members, donors, and sponsors.
- Demonstrated experience and success in a leadership position in a non-profit organization, public sector, or private sector business, with a preference for experience and/or advanced degrees in conservation, ecology, or the law.
- Record of success in non-profit fundraising, marketing, donor development, and grant-writing.
- Ability to work independently with minimal supervision as needed.

Desired Skills

- Strong written and oral communication skills, with experience using these software/cloud-based solutions:
 - **Microsoft Office Suite**, especially Word, Excel and Outlook. Ability to work with exported data from Quickbooks to create mail-merged letters/email gift acknowledgement/tax letters as well as annual fund appeals.

- **Quickbooks** (currently used by the treasurer).
- **iContact** (currently used) or similar email marketing solution (with ability to migrate existing contacts/media assets to preferred solution).
- Experience with website content management systems, specifically **WP Engine** (currently used), to update SSSR's website. Knowledge of using plugins to manage website forms, images, etc. would be very helpful.
- Knowledge of **Adobe Creative Cloud** programs to create marketing pieces for both print and web.
- Ability to maintain social media accounts.
- Knowledge of and ability to utilize Google Drive would be useful.
- Ability to arrange conference calls for Board members/stakeholders as needed (currently scheduling is done via **Doodle** poll or email, and calls via **Zoom**).
- Strong public speaking ability and a willingness to represent SSSR at public functions, including running an info table at several community festivals annually and giving presentations to various stakeholder groups (such as local governments, community groups, chambers of commerce, etc.) as requested and approved by the Board.
- Ability to maintain all aspects of an annual grant writing campaign, including identifying possible grant providers, creating a grant calendar and submitting letters of intent, full grant proposals and reports.
- Ability to provide occasional technical/administrative support to Board members as needed to advance SSSR's mission.

How to Apply:

Email résumé, cover letter, and contact information for two references to:
info@scenicsantaritas.org, attn: Search Committee Chair