



Job Description Bedford Audubon Executive Director

The Bedford Audubon Society (BAS) is an independent local chapter of the National Audubon Society. Founded in 1913, our 501(c) (3) organization has a long history of educational and environmental activities in Northern Westchester and Eastern Putnam counties. BAS owns 588 acres in three sanctuaries in Westchester, all open to the public. We also have properties that currently serve as the residence for our staff naturalist and for interns, as well as offices for our volunteers. Our monthly lectures and frequent field trips are well attended and respected in our community.

We are at an exciting juncture and we are looking for a leader to help us realize the potential of our organization. We have a dedicated, but time-constrained, board and we agree that a full-time executive director could take our organization to the next level. As the first executive director of this group, the successful applicant will have the opportunity to make a substantial difference to our organization and to the community. We do not expect the executive director to do it all, but the successful applicant will be able to organize, enlist, and prioritize our activities. The executive director will be the public face of BAS and must be able to represent BAS appropriately at meetings, governmental hearings, and similar events. Our major requirements:

Fundraising, Development, and Grants: BAS has a solid membership base and a strong potential donor environment, independent of National Audubon support. The successful executive director candidate will:

- Organize and lead a development initiative to fund current and expanded program activities and the payroll of any Bedford Audubon staff including this new position.
- Obtain grants and large donations to support our interests.
- Ensure that we have the capacity to execute any grants received.
- Establish an enduring development system.
- Ensure budgets are developed and guide our activities: ensure compliance with appropriate financial standards.

Stewardship and Property Management: A benefactor gave BAS Bylane Farm, a historic home with several outbuildings, including a cottage. The proceeds of BAS's endowment are available for use to support Bylane's properties. The successful executive director candidate will:

- Prioritize the maintenance requirements for these buildings.
- Hire and supervise maintenance staff and/or contractors for budgeted projects. Perform occasional light maintenance tasks. Address emergency or emerging property issues.
- Help the BAS board determine the best use of these buildings for housing, office space, temporary intern residence, or other uses.

- Balance the traditional historic properties with sustainable and energy-efficient building standards in recommending any facility improvements.

The BAS board also believes that the sanctuary properties, with their various habitats, could be made more educational and useful to the public with improved signage, trails, ongoing habitat maintenance, and relevant interpretive programs. The successful executive director candidate will:

- Recruit and energize a sanctuary committee to oversee and improve trail and preserve conditions, and to create appropriate preserve management plans.
- Properly manage our unique meadow and pond habitats.
- Recommend wetland and/or land management initiatives.
- Develop programs to inform the public about the natural history of the sanctuaries.

Community Outreach and Volunteer Management. The Board believes that BAS can build on our strong program offerings to become a more visible presence in our community. We run a free monthly lecture series with outstanding, varied, and professional speakers, open to the public. We also have local walks and some out-of-the-area field trips, led by our naturalist or by volunteers. We have a native plant garden at Bylane Farm as part of the Audubon at Home program. We currently have a solid volunteer base for the daily financial, investment, and bookkeeping requirements of this organization. The successful executive director candidate will:

- Build a loyal local community of active participants in our programs.
- Expand participation in the events to match the caliber of the programs.
- Expand and build on our outreach through our newsletter, web site, and tables at local events and identify new ways to reach potential participants and volunteers.
- Expand our community of interest beyond “birders”.
- Use our garden initiative to attract a different segment of the area population.
- Recruit, orient, nurture, and productively use our volunteers.
- Encourage partnerships as appropriate with other environmental organizations.

Science and Education: A varied set of activities fall in this general category. We hire interns for our annual fall Hawk Watch and winter Eagle Survey. We have installed microphones to track fall and spring migration patterns over our property. We also have a stream monitoring program run in conjunction with Westchester County. We have an annual scholarship program that has expanded our exposure at area high schools. The successful executive director candidate will:

- Hire and supervise naturalists and interns for approved programs.
- Build on our science initiatives to expand our influence.
- Expand our activities and reach to include younger people.
- Attract additional scientific studies on our properties.
- Ensure that these studies are included in a larger context and made available to the scientific community as appropriate.

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Personal Attributes. In addition to leading the activities listed above, we are looking for:

- Demonstrated enthusiasm for, participation in, and knowledge of nature studies. Experience leading walks or field trips is a plus.
- Strong oral, written, and electronic communication skills. The ability to work with a variety of people and committees is essential.
- Relevant experience, successful achievement of personal objectives, and measurable progress in the organization's missions.

Please email a statement of interest, salary requirements, and a resume to hr@bedfordaudubon.org. Letters of recommendation and personal references will also be required. Visit our website www.bedfordaudubon.org to find out more about our organization and activities.