



## **Executive Director – Job Description**

### **POSITION SUMMARY**

The Executive Director (ED) is the chief executive and administrative leader of Wild Arizona and is responsible for advancing the organization's mission, strategic direction, financial sustainability, and organizational health. Reporting to the Board of Directors, the ED provides leadership across fundraising, programs, operations, staff management, partnerships, and public representation.

The Executive Director works in close partnership with the Board to ensure Wild Arizona remains mission-aligned, financially sound, and responsive to the conservation needs of Arizona's wild lands and waters.

### **Reporting Relationship**

- Reports to: Wild Arizona Board of Directors
- Supervises: Senior staff (Business Manager, Stewardship Program Director, Stewardship Operations Director) and program leads, as applicable

### **Classification & Location**

- Classification: Full-time, salaried, exempt
- Location: Remote within Arizona, with limited travel within Arizona and Western New Mexico

## **CORE RESPONSIBILITIES**

### **Organizational Leadership & Strategy**

- Provide overall strategic and operational leadership aligned with Wild Arizona's mission, values, and long-term goals
- Partner with the Board of Directors to develop and implement organizational strategy, annual priorities, and performance goals
- Ensure organizational policies, practices, and programs are consistent with applicable law and nonprofit best practices

## **Fundraising & Financial Stewardship**

- Lead and support fundraising efforts, including individual giving, foundation support, grants, agreements, and partnerships
- Oversee organizational finances, budgeting, cash flow, and financial sustainability
- Ensure responsible stewardship of organizational resources and compliance with grant and donor requirements

## **Programs & Conservation Impact**

- Develop and oversee strategy, funding, and staffing structures for conservation, stewardship, and policy programs
- Support and strengthen Wild Arizona's stewardship program and conservation policy work
- Monitor emerging state and federal conservation and policy trends relevant to Wild Arizona's mission

## **Conservation & Policy Program Development**

- Develop and implement a near-term funding and staffing strategy to secure Wild Arizona's conservation and policy program, which currently has limited dedicated resources.
- Assess the current conservation policy funding environment and identify viable funding pathways, partnerships, and revenue opportunities.
- Secure and steward funding to support conservation and policy initiatives within the Executive Director's first year, consistent with organizational capacity and Board priorities.

## **Staff Leadership & Organizational Culture**

- Lead, support, and supervise staff in a manner that reflects Wild Arizona's values
- Shape and sustain a positive, inclusive, and mission-driven organizational culture
- Lead by example in fostering trust, accountability, collaboration, and care for staff well-being
- Support professional growth, clear communication, and healthy working relationships across the organization

## **Partnerships & External Relations**

- Build and maintain strong relationships with partners across conservation, government, tribal, civic, philanthropic, and community sectors
- Serve as a public spokesperson and representative of Wild Arizona, including with the media, partners, and supporters
- Represent the organization with integrity, credibility, and alignment with its mission and values

## **CORE VALUES ALIGNMENT**

The Executive Director is expected to embody and advance Wild Arizona's core values in leadership, decision-making, and relationships:

- **Wilderness and Place** – Leading with a deep respect for specific wild lands and waters, and grounding organizational work in care for place.
- **Connection and Inclusion** – Building inclusive relationships, listening to diverse voices, and honoring long-standing responsibility and care for the land.
- **Hard Work, Outside** – Valuing stewardship, hands-on work, and the power of shared effort to connect people and place.
- **Sustainability** – Advancing conservation and organizational practices that are resilient, healing, and designed for long-term impact, while supporting the well-being of staff.
- **Accountability** – Acting with transparency, integrity, and responsibility; honoring commitments; and learning from challenges to strengthen trust and effectiveness.

## **QUALIFICATIONS AND EXPERIENCE**

- Demonstrated leadership experience in nonprofit, conservation, advocacy, or related fields
- Demonstrated success securing funding for conservation policy, advocacy, or programmatic work in a competitive funding environment
- Demonstrated organizational leadership and financial management skills
- Ability to build effective partnerships across diverse communities and stakeholders
- Understanding of state and federal conservation and policy landscapes
- Commitment to Wild Arizona's mission and core values
- Demonstrated experience securing funding for conservation policy, advocacy, or related programmatic work, or strong existing relationships within relevant funding, foundation, or partner networks.
- Knowledge of the current conservation policy funding and political landscape at the state and federal level.

Equivalent combinations of lived experience and professional background will be considered.

## **ADDITIONAL INFORMATION**

- Employment with Wild Arizona is at-will, meaning that either the employee or the organization may terminate employment at any time, with or without cause or notice, subject to applicable law.
- This job description is not intended to be an exhaustive list of duties and responsibilities and may be updated as organizational needs evolve.