



## EXECUTIVE DIRECTOR

We are seeking a dynamic and passionate individual to serve as the Executive Director of our nonprofit organization. The Executive Director will be responsible for overseeing all aspects of the organization's operations, with a primary focus on advocacy, fundraising, cultivating relationships, membership growth, effective communication, and visionary leadership. This role requires strong leadership skills, excellent verbal and written communication, and the ability to inspire and motivate others. A sense of humor and a genuine passion for our mission are also essential qualities for success in this role.

Ozark Greenways, Inc. is a 501(c)3 located in Springfield, MO. Our regional footprint currently includes Polk, Greene, and Christian Counties. This is a full-time position based at our organization's headquarters, with some flexibility for remote work. Competitive salary and benefits package offered. Interested candidates should submit a resume, cover letter, and list of references to [susan@ozarkgreenways.org](mailto:susan@ozarkgreenways.org). Applications will be reviewed on a rolling basis until the position is filled. We are an equal-opportunity employer and encourage candidates from diverse backgrounds to apply. Interviews will be scheduled starting in early June 2024.

### ESSENTIAL JOB FUNCTIONS:

1. Advocacy: Work with local, state and federal officials to advocate for the creation and maintenance of trails in line with the adopted comprehensive trail plan. Engage in project development to ensure necessary trail infrastructure is included in construction plans and programs.
2. Fundraising: Develop and implement comprehensive fundraising strategies to support the organization's mission and programs. This includes donor cultivation, grant writing, major gifts solicitation, and special events planning. Ensure that all funds and donated lands are stewarded responsibly with maximum benefit to the organization and community.
3. Relationship Cultivation: Build and maintain strong relationships with donors, volunteers, board members, community partners, elected officials, and other stakeholders. Cultivate a culture of stewardship and engagement among supporters.
4. Membership Growth: Oversee the organization's membership program, including recruitment, retention, and engagement efforts. Develop strategies to attract new members and provide value-added benefits to existing members.
5. Communication: Serve as the primary spokesperson for the organization and effectively communicate its mission, programs, and impact to various audiences, including donors, media, and the general public. Ensure consistent and compelling messaging across all communication channels.



6. Leadership: Provide visionary leadership to the organization's staff, volunteers, and board of directors. Foster a positive and collaborative work environment that empowers team members to achieve their full potential.
7. Management: Manage all aspects of the organization including legal, information technology, accounting, human resources, and contracts. Administer contracts and agreements for the design and construction of trails.
8. Planning and Implementation: Work with local agencies to evaluate and refine existing trail plans and develop plans for new trail alignments. Development relationships with landowners to obtain easements.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Degree or experience in nonprofit management, business administration, or related field preferred.
- Proven track record of success in nonprofit fundraising, with experience in individual giving, grant writing, and donor stewardship.
- 3+ years of leadership and management experience.

### **Licensing/Certification:**

- Must have a valid driver's license (minimum Class F).

### **Knowledge, Skills, and Abilities:**

- Exceptional interpersonal skills and a collaborative communication style that results in effective working relationships with individuals of diverse backgrounds and build rapport and trust with diverse stakeholders.
- Experience with federal and state funding sources including writing, implementation, delivery, and close-out procedures.
- Excellent verbal and written communication skills, with the ability to convey complex ideas clearly and persuasively and present material publicly to small and large groups of professionals and/or non-professionals.
- Demonstrated excellent leadership and management ability, including experience managing staff, volunteers, and/or board members.
- The ability to maintain a positive attitude in challenging situations and can adapt to changing demands and responsibilities.
- Mission-focused and a commitment to making a difference in the community.



- Knowledge of principles and practices of business administration, including financial management, long-term planning, and budgeting.
- Excellent organizational and analytical skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.
- Excellent judgment, decision making, problem solving, and critical skills.
- Proficient computer skills to use email, internet, QuickBooks-Desktop, Canva, Adobe, and Microsoft Office software.
- Ability to:
  - Work quickly but accurately.
  - Skillfully handle personnel problems and situations involving tact, discipline, and employee recognition.
  - Interact effectively with the public, news media, government officials, elected officials, and fellow employees.
  - Work well under high stress levels, with frequent interruptions and with tight and often changing deadlines.
  - Meet deadlines and schedule work for a timely completion.
  - Handle confidential personnel and other information with good judgment and discretion.
  - Must be able to work successfully with diverse groups of people.

**Physical Requirements:**

- Good eye-hand coordination, good eyesight (or corrective lenses), and good hearing.

**Working Conditions:**

- Normal office environment with regular field work in all weather conditions. Regular travel across Polk, Greene, and Christian Counties. Some travel outside our service area and Missouri may be required.

**Miscellaneous Requirements:**

The ideal person for this position is someone who:

- Has a sense of humor and can-do attitude.
- Values and appreciates the outdoors and our region.
- Supports the mission and values of Ozark Greenways and will represent Ozark Greenways positively in the community.
- Successfully passes background checks including, but not limited to Department of Motor Vehicles, Criminal, and Sex Offender.



**Salary & Benefits:**

- Exempt, full-time position
- Annual salary compensation minimum: \$85,000
- Benefits:
  - 14 days paid time off (PTO)
  - 11 paid holidays
  - OG offices closed December 26-31
  - Personal cell phone stipend (\$50/month)
  - Mileage reimbursement: standard federal rate for transportation for all miles of pre-approved business use of personal vehicle
  - Health insurance stipend
  - Retirement investment stipend