



## **Executive Director**

*Friends of Balcones Canyonlands National Wildlife Refuge*

Location: Central Texas (Remote/hybrid) | Reports to: Board of Directors

Compensation: \$75,000–\$85,000 base + up to \$20,000 performance bonus

## **About the Organization**

Friends of Balcones Canyonlands National Wildlife Refuge (FOB) is a nonprofit organization dedicated to protecting and enhancing the wildlife, habitats, and natural beauty of Balcones Canyonlands NWR in Central Texas. Through land conservation, environmental education, and community engagement, FOB supports one of Texas's most biodiverse landscapes and promotes lasting conservation outcomes through collaboration with the U.S. Fish and Wildlife Service (USFWS) and other partners.

## **Position Summary**

Friends of Balcones seeks a dynamic, mission-driven Executive Director to lead the organization into its next chapter of growth and impact. As the sole staff member, the Executive Director provides strategic leadership, manages daily operations, drives fundraising and communications, and serves as the public face of the organization. This is an opportunity for a visionary yet hands-on leader who is passionate about Texas Hill Country conservation and skilled in nonprofit management.

## **Key Responsibilities**

### **Strategic Leadership & Planning**

- Develop and execute long- and short-term strategies aligned with FOB's mission.
- Collaborate with the Board of Directors and Refuge leadership to prioritize initiatives and assess impact.
- Represent FOB in local, regional, and national conservation networks.

### **Fundraising & Development**

- Lead all fundraising efforts, including grant writing, donor cultivation, membership growth, and events.

- Target \$125,000–\$200,000 annually through diverse revenue streams, building upon a current base of \$100,000.

### **Volunteer, Membership and Board Engagement**

- Work closely with the Board to ensure effective governance, strategic direction, and organizational growth.
- Engage volunteers and interns to oversee day-to-day functions, including budgeting, compliance, financial reporting and event management.
- Lead volunteer and intern engagement activities to continue to expand the impact of the organization
- Lead membership engagement strategy and lead management of administrative systems, communications and technology platforms

### **Public Engagement & Communications**

- Serve as spokesperson and ambassador for FOB; lead all marketing, media, and outreach initiatives.
- Promote environmental education and interpretive programming in partnership with the Refuge.
- Build and sustain partnerships with federal, state, and local agencies, non-profits, academic institutions, and private landowners.

### **Partnerships & Collaboration**

- Maintain strong relationships with the leadership of Balcones Canyonlands NWR, the Balcones Canyonlands Conservation Plan (BCCP), landowners, and other stakeholders.
- Support habitat stewardship, scientific research, and community-based conservation efforts.

### **Qualifications**

- Bachelor's degree required; advanced degree in environmental science, public administration, or related field preferred.

- 7–10 years of progressive nonprofit or public sector leadership, ideally in land, wildlife, or environmental conservation.
- Proven success in fundraising, communications, volunteer engagement, and partnership development.
- Knowledge of Central Texas ecology, endangered species management, and public lands.
- Strong organizational, leadership, and interpersonal skills.

### **Preferred Qualifications**

- Familiarity with the Endangered Species Act, National Wildlife Refuge System policies, and conservation easements.
- Experience working with indigenous communities and underserved groups.
- Bilingual (Spanish/English) a plus.

### **Work Environment & Travel**

- Remote/hybrid role based in Central Texas.
- Occasional travel to Refuge sites and regional events; some weekend/evening work expected.
- Possess valid driver's license and access to personal vehicle
- Ability to lift a minimum of 25 lbs.
- Willing to work both indoors and outdoors, being exposed to outside elements, wildlife, uneven terrain, insects, plants, etc.

### **To Apply**

Submit a resume, cover letter, and three references to [careers@friendsofbalcones.org](mailto:careers@friendsofbalcones.org)