

The Society for Ecological Restoration International

Executive Director

The Society for Ecological Restoration International (SER) is seeking an Executive Director to advance its exciting and challenging mission of:

Promoting ecological restoration as a means of sustaining the diversity of life on Earth and re-establishing an ecologically healthy relationship between nature and culture.

Founded in 1988, SER is a U. S. registered not-for-profit organization dedicated to the science of restoration ecology and the practice of ecological restoration. Currently, the Society has approximately 2,000 members in 37 countries. The Society brings together scientists and practitioners, as well as organizations, who are actively engaged in ecologically and culturally-sensitive repair and management of ecosystems, and who bring a broad array of experience, knowledge sets and cultural perspectives.

Position

The Executive Director, the Chief Executive Officer of the Society, implements the organization's goals and strategic plan, and manages its day-to-day operations, including a full-time professional staff of three and an annual budget of US\$500,000-\$700,000.

Major specific tasks include: assisting with development and implementation of strategic, work and business plans and organizational policies; supervising personnel; managing finances and raising funds; overseeing projects; assisting the Board, Committees and Working Groups; supporting and developing the membership and SER's various components; providing outreach to organizations, government agencies and international institutions; assuring that the organization is responsive to the needs of members and components; and providing a creative and constructive work environment for the Board, committees, chapters, members and staff.

The Executive Director reports to the SER Board of Directors (comprising 20 directors, world-wide) and is an *ex officio* member of the Board and the Executive Committee of the Board. A management agreement sets out terms and conditions of the position.

Responsibilities

- Serve as a representative of the SER, displaying courtesy, tact, consideration and discretion in all interactions with other members of the SER community, SER partners, and the public
- Provide leadership to staff, members, committees and chapters to develop strategies that support the Society's mission and goals
- Promote global awareness of the Society and its goals and advance its mission throughout the world
- Advise the Board of Directors on the Society's business
- Assist the Board in developing budgets; monitoring budgets to ensure appropriate expenditures; and ensuring adherence to budget guidelines, policies and objectives
- Write business plans and proposals that anticipate and/or meet program needs
- Conduct fundraising, including writing grant proposals
- Develop and maintain media contacts and networking
- Collaborate with partners in planning events and meetings, including the Society's biannual International Conference
- Oversee the Society's projects, such as the Global Restoration Network and Restoration Resource Centers
- Market and promote sales of SER journals, book series and other publications
- Developing and supporting membership
- Keep abreast of developments and changes within the field of ecological restoration
- Manage the recruitment, supervision and appraisal of staff, contractors, interns, and volunteers
- Act as primary liaison between the Board, committees, chapters, volunteers, membership and staff to ensure cooperative and creative environments
- Provide leadership, support and actively participate in committees, working groups and task forces
- Develop and maintain relationships with other relevant international societies and organizations
- Liaise with the editor and publisher of the Society's scientific journal, Restoration Ecology, and with Island Press, publisher of the Science and Practice of Ecological Restoration book series

Education

A bachelor's degree from a recognized institution in a relevant field.

Experience

Although experience in progressively more responsible senior administrative or managerial roles in non-profit organizations is desirable, early and mid-career professionals are also encouraged to apply.

- Representing an organization effectively in regional, national and international settings.
- Establishing and maintaining strong and positive working relationships with members, representatives from its Community, partners, other relevant international societies, organizations and the public
- Developing and leading a team of professional staff
- Establishing priorities and allocating human and financial resources
- Generating sustainable revenue through fundraising, memberships, sponsorships, and other related resource development opportunities
- Managing large projects
- Providing expert advice, guidance and consultation to Board members and senior staff

Competencies

- **Organizational Commitment:** Commitment to the mission and values of SER
- **Strategic Orientation:** Ability to respond strategically and creatively to opportunities and challenges
- **Leadership:** Ability to articulate the mission and aspirations SER to its varied constituencies in ways that motivate others to participate in the Society.
- **Business Acumen:** Ability to exercise sound judgment and apply administrative skills, financial acumen and information management skills
- **Communication:** Excellence in written and oral communication skills
- **Project Management:** Ability to oversee projects of varying scales and content
- **Building Partnerships with Stakeholders:** Ability to build long-term or on-going relationships with those who share a common interest
- **Managing Organizational Resources:** Ability to understand and effectively manage organizational resources (people, materials, assets and budgets)
- **Results Orientation:** Ability to surpass a standard of excellence

- **Commitment to Continuous Learning:** Ability to make a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward
- **Innovation and Change:** Ability to support and encourage new ideas and approaches to enhance performance and results

Willingness

- Ability and willingness to travel, both within the United States and internationally
- Willingness and ability to re-locate to SER's headquarters

Location

SER's office is presently located in Tucson, Arizona, but will be re-locating to the Washington, D. C. area with the appointment of the new Executive Director.

How to apply

Email your application to edser@biohabitats.com attached as a pdf file. It should have three parts:

1. a cover letter that must not exceed two pages in length
2. a resume
3. the names of three references. Please include "Executive Director" in the subject line of your email

Application deadline: SERI will be screening applicants on a rolling basis, until the position is filled. We anticipate making hiring decisions by January 30, 2009.

SER offers competitive benefits and salary compensation commensurate with experience and related skills. SER is an equal opportunity employer.