

FLORIDA NATIONAL PARKS ASSOCIATION
d/b/a Everglades Association (hereafter referred to as the “Association”)
EXECUTIVE DIRECTOR

The current Executive Director of the Association will be retiring in mid 2020. The Association is seeking to hire and bring on board at this time an Associate Executive Director that will be ready to become the Executive Director at the time the current Executive Director retires. This process will allow the Associate Executive Director the opportunity to work directly with the current Executive Director through our major revenue season (November through April).

POSITION SUMMARY

The Executive Director (hereafter referred to as the “ED”) operates as the Chief Executive Officer of a 501(c)(3) non-profit organization whose purpose is to promote and support the educational and interpretive activities, including preservation, research, and historical work of the four South Florida units of the National Park System; Big Cypress National Preserve, Biscayne National Park, Dry Tortugas National Park, Everglades National Park, and, the Florida Keys National Marine Sanctuary. In this capacity, the ED is directly responsible to a Board of Directors for all operational areas including, but not limited to, 12 retail stores, warehouse and inventory of 600K+, three General Agreement for Interpretation of Education Services, Philanthropic Agreements, three Fundraising Agreements, three Vendor Support Agreements, Publishing Agreement, Concession Contract, personnel, financial, and legal affairs. ED will be required to have a working knowledge and follow the laws, rules and regulations established by NPS or Federal government regarding our role as a cooperating association, as it relates to the association’s interaction with the NPS, operations within the parks (including institutes) and fundraising activities related thereto. The ED may delegate functional responsibilities to subordinate employees to facilitate effective handling of some areas but remains responsible to the Board of Directors for all areas.

ADMINISTRATION

Human Resources

- Responsible for developing, recommending to the Board of Directors, and administrating all personnel policies and procedures including but not limited to recruitment, employment, training, supervision, direction, promotion, discipline, counseling, and termination.
- Administers all employee benefit plans, employee evaluations and pay plans, and maintains all employee records.
- The ED shall maintain a work environment conducive to positive employee morale and shall maintain an open-door policy on employee concerns, suggestions, and problems.

Financial

- The ED is directly and principally responsible for maintaining and improving the financial health of the Association.
- The ED administers all day-to-day financial activities of the Association under Finance Committee guidelines and shall exercise proper fiscal management and stewardship of all resources of the Association.
- The ED prepares annual operation plans and budgets for Board approval and presents regular progress reports, and oversight opinions on areas of financial concern for Board of Directors’ review and action.

Legal

- The ED must have a working knowledge of the laws affecting the operation of a non-profit enterprise, including but not limited to employment and ADA issues, taxes, and contracts. The ED shall conduct the activities of the Association in compliance with all the laws and regulations related to its operations, and may, when authorized by the Board of Directors or Executive Committee, seek legal counsel to assure such compliance.
- The ED shall protect the confidentiality of all personnel records and all matters concerning the National Park Service.

NATIONAL PARK SERVICE

The Florida National Parks Association's existence is directly tied to the National Park Service. This relationship creates an unusually close bond between the two entities. It is incumbent upon the ED to establish and maintain a relationship that nurtures mutual successes and creates an open dialogue based upon mutual respect, trust and cooperation.

Working Relationship

- The ED works seamlessly with the National Park Service expectations and conducts him or herself in such a manner as to hold the trust of the National Park service.

Communication with the Board of Directors

- The ED facilitates an open line of communication between the National Park Service and Board of Directors and keeps the Board informed about the needs and direction of the National Park Service.
- As the principal representative of the Board of Directors to the National Park Service, the ED provides a vital link in the relationship between the two and is expected to conduct his or her activities with the highest of professional ethics and energy.

RESEARCH AND DEVELOPMENT

In order to maximize its mission, other economically sound sources of revenue and influence or methods of operations are appropriate items to consider. The ED is responsible for developing plans and proposals as follows:

Strategic Planning

- The ED shall initiate and/or direct strategic planning activities of the Association to accomplish defined goals set by the Board of Directors. The ED shall initiate and, when approved by the Board, implement activities that are intended to make the Association more profitable and/or efficient.

New Revenue Opportunities

- The ED is responsible for developing proposals for new revenue opportunities that enhance the Association's mission.

SUPERVISION & ACCOUNTABILITY

It is vital to the success of its mission that a positive relationship exists between the Executive Director and the volunteer Board of Directors, the Association's membership, and the communities in which the Association operates. Open communication and common objectives are needed ingredients to a smooth business operation.

Relationship with the Board of Directors

- The ED reports to and is accountable to the Board of Directors through the Chair, or as the Board may otherwise provide.

- The ED directs, prepares, and oversees all preparations and materials for scheduled meetings and work sessions of the Association's Board of Directors and its committees.
- The ED, working with the Board Chair, shall hold orientation sessions for new Board members to inform them of the mission and operations of the Association and Board responsibilities, and to acquaint them with key personnel and their responsibilities.
- The ED shall report to the Board Directors, on a regular basis, the business and activities of the Association. The ED also shall keep the Board informed of events, happenings of changes within the Association, or external to it, that may affect the viability and financial health of the Association.
- The ED serves as custodian of Association records, meeting minutes, contracts, resolutions and other documents.

OUTREACH

Building and maintaining Association membership must be promoted. As a community-based institution doing business in several locations, good citizenship is also required of all Association employees.

Relationship with Park Partners

- The ED, as permitted by other Park Partners, shall attend their board meetings in order to keep the Association informed of their activities.
- The ED shall operate in a spirit of cooperation with all Park Partners.

Relationship with the Community

- The ED shall serve as a spokesperson for the Association with community and civic groups.
- The ED shall promote the goals of the Association with the general public.

ETHICS

The Florida National Parks Association's position as a Partner of the National Park Service mandates that all of those associated with the Association conduct their business and personal activities beyond reproach. It is essential that the ED display a life value system that reflects positively on both the Association and the National Park Service. Through his or her leadership, the ED sets a positive ethical example of the Association.

MINIMUM QUALIFICATIONS

Bachelor's degree in Finance, Accounting, or Business Administration, or closely related field (significant directly related work experience may be considered in lieu of completion of a four-year degree) and not less than 10 years experience that includes progressively responsible managerial experience in the non-profit sector particularly related to conservation, education, retail sales, and/or education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Direct experience working in a leadership position with a cooperating association or government agency with close ties to the National Park Service required. Must possess and maintain a valid Florida driver's license.

COMPENSATION AND APPLICATION INFORMATION

We offer a base annual salary plus annual bonus and monthly automobile allowance.

Please direct cover letter with salary requirements and three professional references, along with resume to Bob Bromberg, Selection Committee Chair, at bobbromberg@aol.com.

(Letters that do not include salary requirements will not be considered).

The Florida National Parks Association is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Association will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.