

Intermountain Natural History Association
P.O. Box 155
Jensen, Utah 84035

Executive Director

Intermountain Natural History Association seeks an Executive Director to maintain productive relationships with our federal agency partners and manage the day to day operations of this non-profit organization including the ability to help with fundraising. It's headquarters is located in Jensen, Utah and the successful applicant will need to live close enough to the headquarters to be able to develop a close working relationship with the local community and agency partners. The candidate must be an energetic, self-motivator with strong management, communication and writing skills, an appreciation for working with the public and the Board of Directors as well as having a passion for public lands.

About Intermountain Natural History Association

The Intermountain Natural History Association was formed in 1956 as the Dinosaur Nature Association and expanded the organization in 2000 by merging with the Flaming Gorge Natural History Association. The Association has agreements with the National Park Service, USDA Forest Service, Bureau of Reclamation, Bureau of Land Management and a local Chamber of Commerce. The organization has sales outlets in the states of Utah, Wyoming and Colorado. The Association has done some limited fund raising for special projects and wants to expand further into fund raising in the future.

Position Description:

MINIMUM QUALIFICATIONS

This position is an exempt position generally working Monday - Friday but may require additional hours as needed to provide smooth operations
Bachelor's degree preferred in business or non-profit management
Proven record of five years relevant administrative professional experience
Current Drivers License and provide reliable transportation
Bondable

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and understanding of management principles, practices, methods and techniques
- General knowledge of accounting principles and practices;
- Knowledge of Federal Land Management Agencies (NPS, USFS, BLM, BOR, etc) policies, procedures and their roles in working with cooperating associations and concessions
- Ability to manage retail bookstores, wholesale book trade, publishing business, and a not-for-profit service organization
- Ability to carry out diverse programs requiring independent actions in developing and

- accomplishing tasks
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective business relationships
- Ability to plan, organize and coordinate work in situations where numerous, diverse demands are involved

Responsibilities include but are not limited to:

ADMINISTRATION

- Primary responsibility for day to day management of the organization including developing a sound financial operating plan, constant financial monitoring, and making sound and timely recommendations to the board relating to financial planning for the organization
- Prepares and submits annual budget to the board for approval
- Responsible for completion of the annual financial review/audit and the IRS 990; assures compliance with state and federal agencies to maintain not-for-profit, and tax-exempt status
- Plans and manages INHA's short-term and long-term goals
- Formulates programs for planned growth with the Board of Directors

Monitors contractual agreements with publishers, authors, photographers, vendors of inventory or sales fixtures, or other entities, ensuring contracts are in compliance with current laws and in the best interest of INHA

- Has ultimate responsibility for INHA publications, assures that copyright, trademark and other publishing regulations and laws are conformed to
- Provides security of basic corporate documents
- Performs other duties as necessary

PERSONNEL

- Directly supervises the organizations staff which may include accounting, purchasing, warehouse, sales and any additional staff as necessary
- Determines work loads and delegates assignments, develops and conducts training, monitors and evaluates performance, initiates performance incentives and corrective actions
- Develops personnel policies and programs for recruitment; prepares job descriptions, performance standards and training programs
- Provides guidance to INHA staff supervisors in the management of staff

BOARD OF DIRECTORS

- Works under the broad policy and direction of the Board of Directors
- Reports to the Board Chair
- Prepares the agenda for Board meetings and is a non-voting board member
- Adheres to policy statements and performance standards set by the Board of Directors.
- Monitors and advises the Board that the Articles of Incorporation and Bylaws are current and adequate to meet the needs and goals of INHA.
- Advises the Board of changes in legal status and laws regarding not-for-profit

corporations

- Recommends committee assignments, planning and training needs
- Assists committee chairs with committee management, scheduling, notes and advice
- Recommends changes in personnel structure and policy to the Board

AGENCY RELATIONS

- Provide guidance to federal land management agency personnel in INHA operations and provides training as needed
- Administers the donations of aid to the federal agencies
- Act as liaison between the Board, the Agencies, other cooperating associations and the Communities in the area
- Coordinates program and operational changes with federal land management agencies

The salary range for this position is \$24.04 per hour to \$36.06 per hour depending on work related experience.

The desired start date is January 4, 2021.

For questions regarding the position please respond to Richard Millett at richardmillett@inhaweb.com or call 435-789-8807.

The prospective applicant should submit a letter stating their qualifications to do the job and a resume outlining their work history. The letter and application should be submitted to:

Mark Wilson, Board Chair
Intermountain Natural History Association
P.O. Box 155
Jensen, Utah 84035

The letter and resume should be received by November 15, 2020 to be considered for the position.