



Employment Opportunity
Executive Director, Headlands Institute
Golden Gate National Recreation Area, Sausalito, CA

The Executive Director is responsible for the overall leadership and management of Headlands Institute (HI), a campus of the nonprofit Yosemite National Institutes (YNI). S/he will work at Rodeo Beach in the breathtaking Marin Headlands for a leading environmental education organization. HI serves more than 20,000 students and customers and generates more than \$3.5 million in earned and fundraised revenue per year. The Executive Director's primary responsibilities include development and implementation of business plans, financial management, staff development, community engagement, fundraising and board partnership. The Executive Director is a full-time exempt position reporting to YNI's President/Chief Executive Officer.

YNI is a nationally recognized leader in the field of experiential environmental education. The Executive Director will serve as a member of the 7 person Senior Leadership Team, and be the principal HI representative to external constituencies. YNI's mission is *to provide science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it.* YNI conducts programs for more than 40,000 participants annually at its three campuses: Headlands Institute in Golden Gate National Recreation Area in Sausalito, California; Olympic Park Institute in Olympic National Park, Washington; and Yosemite Institute in Yosemite National Park, California. Recruiting and retaining a diverse workforce is a high priority at YNI. See www.yni.org for more information.

Duties of the Job:

Responsibilities include working with the Senior Leadership Team of YNI and the Headlands Management Team (HMT) to accomplish the goals and objectives of the position. The Executive Director will:

- Provide strong, creative, energetic leadership.
- Directly supervise 5-person Headlands Management Team, which oversees a staff of 55.
- In partnership with the CEO and the HI campus board of directors, engage in long-range strategic planning to ensure successful business and operational outcomes.
- In conjunction with the YNI Vice President of Development, conduct ongoing fundraising activities to ensure annual operating needs are met.
- Work with the YNI CEO and Vice President of Development to plan, implement and lead an ambitious \$10 million capital campaign for a major campus renovation.
- As a member of the YNI Senior Leadership Team, address organization-wide issues and support YNI-wide initiatives.
- Execute/implement policies developed by the YNI Senior Leadership Team and Board of Directors.

- Work closely with our essential partner the National Park Service (NPS) Golden Gate National Recreation Area (GGNRA).
- Develop the core competencies of Institute personnel, and implement strategies and systems that insure that HI operations (educational programs, customer service, facilities and food service) meet the highest standards of quality and safety.
- Develop and strengthen partnerships with key stakeholders and constituencies, including the National Park Service, customers and potential supporters and donors.
- With the HI board chair, develop an active and committed board that will provide recommendations on the Institute's strategic activities, develop its organizational capacities, and strengthen its role within Yosemite National Institutes.
- Develop and implement strategies and operating systems that effectively market HI services and grow the business.
- With assistance from the HI board, develop an annual operating plan.
- Manage the local campus budget process and works with the Senior Leadership Team to develop an agency-wide budget.
- Ensure that the local campus meets the commitments of the plan and budget.
- With Director of Sales and Marketing and Director of Education, develop and market engaging programs that promote high quality education, diversity, return business, and the organization's commitment to excellence.
- Support diversity in the work place, in programs and on the Board of Directors.

Requirements:

The ideal candidate is an outstanding leader who can demonstrate the following:

- Master's degree (M.A.) or equivalent, and/or five to ten years of related experience
- Working knowledge of education institutions, preferably environmental, field based, experiential or outdoor education
- Fundraising experience required, capital campaign experience preferred
- Excellent communication skills
- A strong commitment to the mission of YNI and to the inclusion of underserved populations
- A passion for teaching children and adults about the natural environment
- Prior experience with Board recruitment and development
- Prior and proven experience with capital planning and building projects
- Experience working within the National Parks
- Proven leadership ability

Compensation:

Based on experience. YNI is dedicated to providing a comprehensive benefits package, including competitive salary, medical and dental benefits, generous vacation and the opportunity to work in beautiful national parks.

Application:

Interested individuals are encouraged to submit a cover letter, including salary requirements, and resume (as Word or PDF attachments only) by May 14, 2007 to Glen Gilbert, President & CEO, Yosemite National Institutes at HeadlandsEDSearch@yni.org. No calls please.