



BAYOU PRESERVATION
ASSOCIATION
celebrate. protect. restore.

POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.
POSITION: President & CEO
REPORTS TO: Executive Committee of Board of Directors
LOCATION: Houston, Texas

ABOUT BAYOU PRESERVATION ASSOCIATION

Our vision is a network of healthy bayous, streams and watersheds. Our mission is to celebrate, protect and restore the natural richness of all our bayous and streams. The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, trash-free bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the annual Symposium, public policy review and response, and communications tools. Bayou Preservation Association works to increase understanding of area bayous and creeks and their watersheds by providing activities, events, and educational programs to engage all the region’s demographics. The organization also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous. The Bayou Preservation Association’s values include science-based policies and actions, collaboration, community, and professional communications.

THE OPPORTUNITY

This is an opportunity to be part of a long-standing environmental organization and lead them into the future. This position serves as the face of the organization. The position is ideal for an individual who loves the Houston area’s waterways and wants to help guide a science-based, collaboratively-focused, and inclusively-oriented organization.

POSITION SUMMARY

The President is the chief executive officer of the Bayou Preservation Association and has broad authority to lead the organization to achieve its mission and goals. The President works with and reports directly to the Executive Committee of the Board of Directors. The President manages an annual budget of approximately \$500,000+.

RESPONSIBILITIES

Leadership and Planning:

- Provide strategic leadership for the organization in coordination with the Board, volunteers, and staff.

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- Ensure that Bayou Preservation's bylaws, mission, programs and projects are followed and executed ethically and legally, as well as in a financially responsible manner.
- Advocate, communicate, and promote Bayou Preservation's mission, programs, and projects, including policy statements of programmatic principles.
- Display true commitment and understanding of Bayou Preservation's mission and the need to seek science-based solutions to watershed issues.
- Work closely with the Board and staff to develop short-range and long-range strategic plans, with annual action plans and including milestones, measurements, and deliverables.
- Recognize the importance of the organization's Diversity, Equity, and Inclusion Statement and facilitate incorporating these concepts into all aspects of the organization's work.

Management and Finance:

- Manage and oversee the financial and overall operational performance of the organization, including project management and grant management.
- Understand the financial statements of the organization and communicate to others the health of the organization.
- Develop, monitor, and oversee an annual budget in conjunction with the Board of Directors, staff, and consultants.
- Develop and implement appropriate organizational policies with the Board.
- Oversee and facilitate the development and implementation of a fundraising plan that assures a sound financial basis for the organization to fulfill its mission and programs.
- Work in conjunction with development staff and contractor to broaden the base of financial support, particularly in the arena of individual giving.
- Support the Director of Philanthropy and Engagement with donor identification, cultivation, and stewardship activities when appropriate.
- Provide direction to staff and volunteers, including being available to staff when needed and working as part of a team.
- Hire, evaluate, and manage staff, contractors, and volunteers.
- Develop and execute programs and projects in coordination with the Board, volunteers, and staff.
- Maintain corporate records and documents, ensuring compliance with federal, state, and local laws and regulations.

Communication:

- Communicate effectively with board, staff, funders, and the community at large.
- Serve as Bayou Preservation's chief spokesperson or "face" of the organization to various audiences, including the community at large, institutions, government entities, and other nonprofit organizations and stakeholders.
- Initiate and build positive relationships both inside and outside the organization.

EDUCATION AND QUALIFICATIONS

Qualities:

- Demonstrated commitment to Bayou Preservation's mission
- Personal and professional integrity

- Ability to inspire and encourage the board, supporters, volunteers, and staff
- Quick-thinking, creative, and self-motivated
- Desiring to learn and grow with Bayou Preservation
- Willing to understand and embrace Bayou Preservation's culture of an engaged board
- Collaborative team leader and problem-solver
- Outside-the-box thinker

Requirements:

- Bachelor's degree required, advanced degree preferred, in a relevant field
- Five years of progressively responsible experience in nonprofit organization operations and management, including contract management
- Strong background in the science behind the natural world
- A basic understanding of public policy, especially on bayou-related topics
- Demonstrated ability to establish and foster a collegial relationship with staff and act as a partner and leader with the team toward the growth of Bayou Preservation Association
- Willingness and capacity to delegate effectively
- Excellent public-speaking and presentation skills, with additional proficiency in Spanish or other commonly spoken languages in Houston preferred
- Excellent writing skills, including highly-developed grammar, spelling, and proofreading abilities
- Proficiency in common computer software packages, including Microsoft Office, Adobe Acrobat, and database management systems
- Appropriate identification for employment and willingness to undergo a basic employment background check

COMPENSATION

A competitive salary will be offered, commensurate with experience. A compensation package in the range of \$80,000-100,000 per year is anticipated. A benefits package is available to all full time employees.

Application Procedure: Interested candidates should send a resumé, cover letter, and three references to cbrowne@ehrainc.com. Please reference position title in subject line of email. The position will be open until filled, but the board will prioritize applications received by June 30, 2021. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

Bayou Preservation Association firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.