



## Job Opening: Executive Director January, 2023

### **Position**

- Contractual engagement as Executive Director
- Quarter-time employment (520 hours/year)

### **About the Flagstaff Dark Skies Coalition**

The non-profit FDSC is a conservation organization with the mission “*To Celebrate, Promote and Protect the Glorious Dark Skies of Flagstaff and Northern Arizona*”. Flagstaff holds a singular place in the protection of the nighttime environment, with decades of effective preservation of its star-filled night sky. FDSC’s goal is to help both perpetuate that protection, and to share practical information on night sky protection with people in other locales who would like to achieve the same results.

In order to accomplish these goals, a project was undertaken in 2021 to move FDSC from being a community group (formed in 1999) to becoming a more structured NGO, including incorporating, forming a Board of Directors (2021), and achieving 501(c)(3) charitable status (2021).

### **Position Description**

The Executive Director is responsible to the Board of Directors to work with the FDSC Executive Committee on management of the non-profit organization, including fundraising/development, human resources, strategic planning, program delivery, finance, communications, and community engagement.

The Executive Director cultivates FDSC’s mission and vision through personal leadership, and advances the mission through outstanding programmatic and advocacy efforts at the local, state, and sometimes national level. The Executive Director publicly represents the organization to government agencies, partners, community, and the media.

The Executive Director assists in the creation of annual budgets and program planning, and with delivering budget and project updates to the Board of Directors throughout the year. The Executive Director will manage grant applications, contracts, and reporting requirements. The Executive Director will seek out and cultivate relationships with potential sponsors for FDSC events and projects.

### **Candidate Profile**

The Executive Director needs to have a passion for FDSC’s cause of protecting the nocturnal environment. They need to be well organized, and capable of operating on their own; they need to be gregarious and able to form and nurture positive, constructive relationships with people and organizations. FDSC’s fundamental belief is that the stars and the night are important to everyone, and accordingly, no person should be excluded from or marginalized in our effort. Regular, personal interaction with the community is required, so the Executive Director will need to be located in the greater Flagstaff area.

### **Terms of Employment**

- Employment will be by annual contract, with monthly payments
- Compensation will be \$20,000 - \$24,000 annually
- Remote work is required, as FDSC does not maintain office space or equipment