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Friends of New River Gorge National
Park & Preserve



Diamond Point New River Gorge National Park & Preserve

EXECUTIVE DIRECTOR

The Executive Director must be an experienced, strategic leader, and a passionate ambassador for the Southern Appalachian Region who will grow and expand the Friends impact through a collaborative partnership driven approach.



Sandstone Falls, Hinton, WV

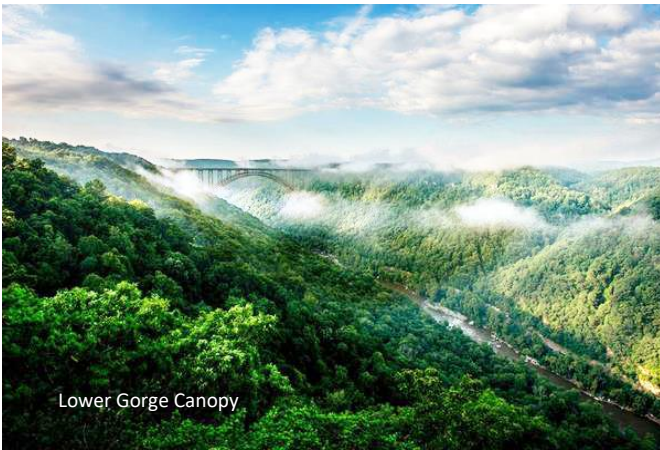
ORGANIZATION BACKGROUND

The Friends of New River Gorge National Park & Preserve, the Gauley River National Recreation Area, and the Bluestone National Scenic River (Friends) fosters understanding, enjoyment, and stewardship for the three national park sites in Southern West Virginia. We provide financial support to the National Park Service (NPS), collaborating with West Virginia State Parks, U.S. Army Corps of Engineers, U.S. Forest Service, local businesses, communities, and other conservation and education nonprofit groups to protect these remarkable river ecosystems for future generations.

POSITION OVERVIEW

The Executive Director is the face, voice, and heart of this partner organization. Their main objective is to provide leadership and advocacy, raise funds, accomplish resource and education projects, and steward ongoing operations. The Executive Director will also ensure financial stability by establishing long-term strategy leading a multi-year organizational planning effort and active collaboration with the board of directors. In addition, the position will collaborate with the NPS to oversee increased donations, develop a foundation, and maintain positive relationships with agencies, communities, park neighbors, and tribal communities.





Lower Gorge Canopy



Thurmond, WV

RESPONSIBILITIES –

- Raise funds for the organization.
- Grow volunteer network.
- Relationship building and partner coordination. Cultivate strong relationships with key connections at government agencies to share information, foster trust, and credibility, assure compliance, and secure financial support.
- Serve as the organization’s spokesperson, representing the values and objectives of the organization and the Friends’ board of directors, increasing the Friends’ visibility and public support through expanding public relations.
- Work alongside critical partners to promote the Friends’ operational goals, the park service goals, and strive toward shared goals for conservation and future financial stability.
- Build and maintain relationships with all donors, potential donors, and future funders.
- Collaborate with Friends’ board of directors to create and implement a five-year strategic plan that executes the organization’s mission.

DESIRED EXPERIENCE & COMPETENCIES –

- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Extensive background in management and leadership including a successful track record of progressive leadership positions with effective operational and financial oversight. Proven successful fundraising skills, development of new programs, and innovations to drive the organization forward.
- A clear and driving passion for conservation, education, resource protection on public lands, and partnerships.
- May come from a variety of career pathways.
- Excellent interpersonal skills including staff leadership and working with a board of directors. Must possess a diplomatic approach to collaboration.
- Previous experience cultivating strong relationships with partner institutions.
- Strategic mindset with an ability to manage a nonprofit organization, chart a path forward, and provide attention to detail to execute the operational actions needed to ensure success.
- Excellent verbal and written communication skills are vital.
- Executive leadership skills paired with creative collaborative approach is essential.
- Administrative background and experience being the central point of contact for the organization including answering calls, taking messages, answering correspondence, and mail collection. Maintaining an office filing system – both electronic and paper.
- Human Resource experience executing personnel policies and procedures while managing staff and volunteers.
- Three or more years nonprofit management experience or assistance with the same.





Junior Ranger Badge Program

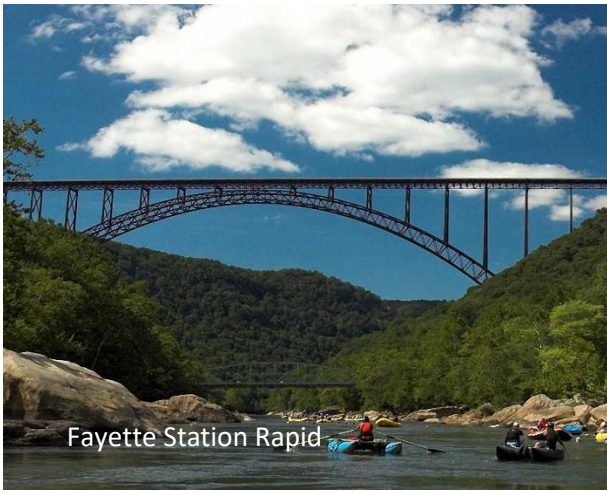
QUALIFICATIONS –

- Proven ability to engage philanthropic donors and volunteers.
- Proven fundraising skills including writing grant proposals.
- Passion, idealism, and integrity.
- Marketing and public relations skills including social media.
- Strong organizational skills including planning, delegating, program development, and task facilitation.
- Proficient in computer technology, software, and hardware operations.
- Experience in financial management, budgeting, and general accounting practices.
- Experience with website administration.
- Bachelor’s degree or equivalent experience in natural science, resource management, communications, education and/or nonprofit management.

FINANCIAL MANAGEMENT & FUNDRAISING –

- Maintain full accountability or coordinating, developing, monitoring, and reporting the organization’s budget and revenue streams.
- Secure, maintain, and expand funding from high-net-worth individuals, corporations, foundations, and public partners.
- Secure, maintain, and expand funding from state and federal agencies and other public granting institutions, including overseeing grant proposals.
- Work with the board to build the organization’s capacity to successfully raise large gifts to support the successful efforts of the Friends of New River Gorge.
- Work with the Friends of New River Gorge treasurer to create annual budgets and monitor financial performance.





LOCATION -

- The position is located near the New River Gorge National Park & Preserve in Glen Jean, West Virginia.

WORKING CONDITIONS –

- Frequent travel to locations throughout the three-park system and to partner meetings is expected. Travel to local events and speaking engagements including occasional overnight trips is required.
- On occasion work may occur on evenings and/or weekends.
- Expect occasional outdoor and site-related activities including walking on park trails and lifting/moving up to 30 lbs.

COMPENSATION –

- A competitive compensation will be offered based on experience.
- The anticipated annual salary range is \$50,000 - \$70,000.
- 40-hour full time position

TO APPLY –

- Interested candidates should visit www.friendsofnewriver.org/executivesearch and must apply **prior to January 31, 2025**.
- To apply, mail resume and cover letter describing your qualifications that match the position criteria and what you will bring to the role to the mailing address in the Contact Information. **All resumes and cover letters must be postmarked by January 31, 2025.**
- A background check must be passed before accepting the position, and a valid driver's license is required.

Contact Information:

- PO Box 312, Glen Jean, WV 25846
- admin@friendsofnewriver.org

