

**Position Description  
Executive Director  
Grand Staircase Escalante Partners**

**Introduction**

Grand Staircase Escalante Partners (GSEP) is a membership-based, non-profit [501(c)(3)] organization with offices located in Kanab and Escalante, Utah. Organized in 2004, GSEP operates financially by grants, memberships and donations. GSEP serves as the Friends organization for Grand Staircase-Escalante National Monument (GSENM).

Grand Staircase Escalante Partners help the public understand and experience the grandeur of Grand Staircase Escalante National Monument. GSEP works at a national and local level to ensure the protection of the landscapes, unique scientific record and the wild and unspoiled character. GSEP is part of the Monument's mandate to establish working relationships with the adjacent local communities and non-profit organizations. (For intent see Monument Management Plan, COMM-2, 3, 4, 5 and 6.)

The position of Executive Director (Director) is responsible for strategic operations as well as day-to-day operations of GSEP. It is a full time exempt position. Director is the primary staff member and the spokesperson for GSEP. The position requires clear and regular communications internally within GSEP and externally with GSENM managers, adjacent public land managers and Non-Government Organizations (NGOs) with an interest in the Monument. The position is responsible for managing the various GSEP programs that the organization is assigned by the GSENM Manager in accordance with the GSEP strategic plan. While these activities may be delegated by the Director to other paid staff, interns, volunteers, or in collaboration with the Board President, to other Board Members, the Director is responsible for overall coordination and successful implementation of the program. Fundraising for program implementation and salaries is a constant and recurring responsibility of this position. Incumbent must aggressively pursue fundraising opportunities and activities.

This job description for Executive Director is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required by the employee. The position requires significant entrepreneurial ability and the Board expects the position to evolve as time progresses.

**Major Duties**

**Financial Support:** Developing sources of financial support is an integral part of all activities and responsibilities of the Director. Networking with the Board, the public, related public land managers, and NGO's should all contain a focus on the organization's long term support. Director works with the fund-raising committee on increasing/diversifying revenue providing sources; implementing fund-raising actions; using the Board or other individuals to assist in contacting potential donors and building membership.

Seeks and writes grants and/or donations to cover his/her salary and other operational and project requirements related to the mission and strategic plan. Occasionally travels to Wasatch Front area and elsewhere to meet with potential donors and other entities.

Director works with Treasurer, Operations Manager and other members of the Board's Resource Development Committee to establish an annual budget plus out-year budget projections. In collaboration with the Board develops, recommends and implements strategic plan goals including the one, two and three- year work plans based on revenue sources, strategic goals, and other appropriate budget. Ensures that the GSEP financial program meets non-profit standards and policies through independent audits or reviews if audits are not required.

Oversees the expansion and maintenance of the membership program and website by delegating tasks to staff. This responsibility includes actively developing new membership opportunities, establishing, updating and monitoring the database/website on a recurring basis so that they are up-to-date and accurate. Works with Board to develop and implement membership plans.

Administration: Oversees and manages other administrative and programmatic activities such as organizational inquiries, correspondence, media events, accounting of donations, mass mailings, etc. Participates in the training and networking opportunities provided by the Conservation Lands Foundation (CLF) and other non-profit organizations.

Trains and provides direction to the GSEP staff/volunteers and otherwise supervises and evaluates their work performance. Works to fund and to fill positions; advertises, recruits, selects, and hires subordinate staff as authorized by the Board. Based on the success of grants and donations, supervision may involve from one to eleven paid staff members working either part-time or fulltime. There may be subordinate supervisors directing lower-graded staff. Develop and use volunteers or student interns as appropriate to augment the GSEP workforce and to achieve goals and objectives.

Works actively with the Board to maintain and develop a strong, diverse Board of Directors.

### Research Strategy

Works with the GSEP Board, Committees, GSENM managers and others to define GSEP's role in the GSENM's research programs and, if asked, to provide staff, citizen science volunteers and/or funding for the Monument's science programs. If there are programs or portions of research programs managed by GSEP, works closely with the GSENM staff specialist assigned to the project. Provides guidance and supervision for responsible GSEP employees in line with specialist's direction.

The research projects assigned to GSEP by the GSENM Manager are usually associated with earth and biological sciences, paleontology, archeology, human history and social science. GSEP staff and volunteers serving as citizen scientists work under a permit from the Monument or under the immediate direction of GSENM staff specialists when needed and available.

## **Education Strategy**

Works with the GSEP Board, committees, GSENM managers and others to define and implement GSEP's role in the GSENM's educational and outreach programs within the National Monument and neighboring communities in alignment with the GSEP Strategic Plan. Oversees these programs and provides guidance and supervision for responsible GSEP employees. Provides informative outreach in various media on all topics relevant to GSENM, providing people with a place to find out more about all aspects of GSENM in a factual and non-opinionated manner.

Uses the *Frontier Science School* model and products to provide educational services, both in classroom and on public lands, by using volunteers, BLM and GSEP staff and other appropriate specialists when needed and available.

This educational outreach can be expanded to include not only local schools but regional schools, internet-based users, home-schoolers, domestic and international visitors to GSENM and other public lands the program is using.

Insures that the GSEP programs authorized by the GSENM Manager have an education and outreach component. This includes projects or programs such as production of informational literature, social media and online resources, events, presentations, and open one-on-one or small group discussion.

## **Protection Strategy**

Oversees planning, coordination and implementation of field activities and/or conservation projects between participants, GSENM staff and responsible GSEP employees. When questions arise, work with GSENM staff assigned as the GSEP Liaison Officer, Management Leadership Team and/or Monument Manager to resolve any issues.

Maintain and expand, as requested by the Monument archaeological specialist, the current archaeological and paleontological site steward program to protect the hundreds of world class sites within the Monument. Provide appropriate outreach to Monument visitors and adjacent communities on how to enjoy, respect and protect these heritage resources.

Using citizen scientists' principles, develop and manage the volunteer stewardship program in collaboration with GSENM to help protect a variety of the Monument's resources.

Supervises the existing extensive invasive removal restoration on public and adjacent private land through GSEP's relationship with The Escalante River Watershed Partnership (ERWP). Works with ERWP to develop a long-term strategy to monitor and address invasives after the completion of the initial Russian olive removal and restoration plan is complete. In conjunction with GSENM managers/staff may work to address other future restoration projects.

## **Participation Strategy**

Incumbent serves as the public face for GSEP and works directly with the Board of Directors to build the organization's constituency as measured by its reputation, name recognition and professional status with the public, non-governmental organizations, monument staff, state and federal agencies. Engages in appropriate networking and communications with these groups and with the GSEP membership. Is the primary spokesman for GSEP, frequently speaking to the media and public. Establishes and maintains good working relationships with stakeholders, such as those listed above, as well as the Monument's researchers and volunteer groups, other BLM "Friends" groups, CLF, local community organizations, elected officials, and others.

Manages the GSEP volunteer program. This responsibility is usually completed through subordinate staff but requires oversight and coordination with appropriate GSENM/BLM staff.

Actively collaborates with the other directors in the BLM "Friends Network," particularly units associated with National Conservation Lands. Regularly travels to other GSEP or BLM offices associated with GSENM, or to other places in the region to meet with staff and stakeholders.

## **Knowledge and Experience Required by This Position**

Incumbent must have knowledge of relevant national and regional environmental/conservation issues. Must also have excellent organization, writing and communication skills and the ability to convey a passion for conservation. Has the tact to listen to controversial statements and respond in an appropriate manner to avoid escalating the situation.

Experience in successful fundraising is essential through multiple means and innovative approaches. Must be able to demonstrate working with a Board of Directors to gain their support and assistance in developing and implementing fundraising strategies.

Has the ability to work with non-profit Board of Directors and is able to demonstrate this ability to take broad and conceptual direction from the Board and work independently and efficiently to implement this direction. Experience assessing complex situations and developing innovative solutions is necessary. Demonstrated experience in fund-raising through donor contact and grant acquisition is essential. Working knowledge of office operations, internal communications, media relations, website development and the use of software applications including, but not limited to Word, Excel, PowerPoint, accounting and membership databases.

Must have substantial experience in supervising employees and/or volunteers.

## **Supervision**

The GSEP Board of Directors supervises the Executive Director. The primary contact with the Board for the Executive Director is the Board President. The President's position rotates when terms expire. The President provides on-the-spot evaluations of work performance and annual

evaluations after obtaining input from the Board. There will be a formal review after 90 days and 180 days of initial employment. The position's probationary period is 180 days. Thereafter there will be an informal mid-year review and a formal end-of-year review.

Initially the supervisory direction will be frequent and specific but as relationships develop and experience is gained, the supervisory direction will be more general and the incumbent will be given more decision-making authority. The incumbent must take this general direction and be self-motivated and disciplined to develop plans, establish priorities and a timetable to meet the organizational needs, rectify any uncertainties, implement appropriate actions, monitor the outcomes, and report to the President or Board on the status or success of such activities.

At times individual Board members may ask for assistance or suggest work. In addition GSENM staff may also request assistance. Incumbent ensures that the President is aware of these requests and works to meet these requests given organizational priorities and workload capacity.

Approved:

  
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GSEP Board President

5/17/2016  
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Date

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Received by Executive Director

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Date