



## Job Opening: Executive Director January, 2024

### Position

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

### About the Flagstaff Dark Skies Coalition

FDSC is a non-profit 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 other communities seeking to protect their night environments.

### Position Description

The Executive Director works closely with the FDSC Board President and Executive Committee to manage the activities of the organization, including fundraising/development, human resources, program delivery, 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 partner organizations, sponsors and donors for FDSC activities.

The board is interested to expand the position beyond quarter time. Doing so will require satisfaction of the basic programmatic needs defined at the quarter time level, and development of the requisite additional financial resources.

### 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 \$18,000 - \$25,000 annually, dependent upon experience
- Remote work is required, as FDSC does not maintain office space or equipment

### Application

Anyone interested in being considered for this position should send a resume, two references and a brief statement describing their interest and qualifications for the position to [info@flagstaffdarkskiesorg](mailto:info@flagstaffdarkskiesorg).