



NORTH COUNTRY CONSERVANCY

515 E. Carefree Hwy., #638

Phoenix, AZ 85085

Responsibilities of the Executive Director - Rev. April 29, 2010

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. While there are general areas of responsibilities, an individual's work style, expertise, and approach to communications can significantly influence how the job is executed. The Executive Director has two main functions:

- Direct and execute all activities of the organization either directly or through delegated authority;
- Provide leadership in these and other areas: the creation of strategic, tactical, and financial plans; developing goals and measuring performance to the approved goals; organizational development; liaison to the public and other stakeholders; develop volunteers and, if any, staff. .

The desirable basic skills are:

- Collaborative work style (team player)
- Written and oral communication skills
- Strategic thinking abilities
- Optional but preferred – non-profit management experience

The Executive Director provides strategic oversight and leadership ensure that the operating plan successfully meets the need of the mission and vision. Currently NCC has four primary operating goals.

GOAL #1 - Strengthen NCC's Foundation of Operations

The activities included under this goal are the development and implementation of the strategic and operational plan, plus policy development and documentation.

GOAL #2 - Expand NCC's Community Outreach for Awareness & Fundraising

The activities included under this goal are communications to our supporters, ensuring that we have multiple programs (presentation, educational, hikes, etc.) to raise awareness of mission and/or attract donors.

GOAL #3 - Strengthen NCC's Presence & Standing with Federal/State/County/City/Local Stakeholders

The activities included under this goal are overseeing the efforts to retain relations and visibility with the various Federal/State/County/City/Local Stakeholders that could affect our mission plus developing formal cooperation agreements as needed. .

GOAL #4 - Develop conservation projects/programs for Daisy Mountain and target areas.

The activities included under this goal are researching/recruiting experts for Daisy Mountain Development (trails, parks, etc) Steering Committee, collaborating with the Black Canyon Heritage Park, and determining other opportunities for NCC to advance our mission.

Vision: To be the leader of efforts to preserve the natural landscape and wildlife habitat in the Daisy Mountain/Anthem/New River/Desert Hills.

Mission: Mission: North Country Conservancy is an Arizona land-trust dedicated to the preservation of Daisy Mountain and the surrounding area's natural resources, open spaces, wildlife habitat, and historic/geologic features for the enjoyment of current and future generations.