Mission:

Tucson Audubon inspires people to enjoy and protect birds through recreation, education, conservation, and restoration of the environment upon which we all depend.

Founded in 1949, Tucson Audubon is southeast Arizona’s leading non-profit engaging people in the conservation of birds and their habitats. We involve people through recreational birding, extend their horizons through education activities, and engage them in conservation actions from planting trees and counting birds, to working with local, state, and national policy makers. We work for a future in which the people of southeast Arizona are connected to their natural world through birds, and they protect and use our natural resources in a responsible and sustainable manner.

Tucson Audubon Facilities and Programs encompass wide-ranging, mission-driven programs to engage, educate, research, advocate conservation, improve and restore habitat, and have fun enjoying birds, implemented by staff and numerous dedicated volunteers. Examples:

- **Paton Center for Hummingbirds, Patagonia, AZ:** 12+-acre riparian sanctuary and visitor center dedicated to hummingbirds and the special birds of southeast Arizona; donor-funded expansion in design stage.
- **Orpha Mason Center for Ironwood Tree Preservation & Environmental Education, Tucson, AZ:** 20-acre Ironwood sanctuary and education center for the appreciation of the Sonoran Desert.
- **Nature Gift Shop:** everything birds, top-of-the-line optics, field gear, books, gifts.
- **Vermilion Flycatcher:** signature full-color, quarterly magazine.
- **Habitat at Home:** creating and enhancing habitat in urban landscapes.
- **Community Science:** species surveys, desert nest boxes, research, much more.
- **Southeast Arizona Birding Festival:** field trips, workshops, national speakers, annually.
- **Birdathon:** team competition and fundraiser, annually.
- **Habitat Restoration:** enhancement to increase native vegetation and diversity.
- **Field trips:** staff and volunteer-led, throughout the year, throughout southeast Arizona.
- **Southeast Arizona Rare Bird Alert:** online catalog of rare sightings, updated weekly.
Tucson Audubon became a chapter of National Audubon Society in 1964, and publications such as the Vermilion Flycatcher newsletter, bird checklists and Finding Birds in Southeast Arizona soon followed. The organization became the authority in land conservation with our renowned Restoration and Important Bird Areas programs. Tucson Audubon and its members have been a major influence in the creation and adoption of Pima County’s national award-winning Sonoran Desert Conservation Plan and Multi-species Habitat Conservation Plan, the expansion of the Tucson Mountain Park, and the creation of the Cabeza Prieta National Wildlife Refuge, the San Pedro Riparian National Conservation Area, the Tortolita Mountain Park, the Las Cienegas National Conservation Area and Ironwood Forest National Monument. We are a founding member of the Coalition for Sonoran Desert Protection.

Tucson Audubon established itself as the leader in environmental education with the inception of the Institute of Desert Ecology, Girl and Boy Scout programs, adult workshops, family institutes and a speaker’s bureau. Our numerous field trips involve more than 3,000 participants each year. Monthly public programs presented for many years have recently been supplanted by our online education and engagement video series due to the pandemic.

Tucson Audubon Society www.tucsonaudubon.org is a fully independent 501(c)3 non-profit organization.
Tucson Audubon Society seeks an experienced leader, collaborator and creative thinker, who is committed to enjoying and protecting birds, to be Executive Director. This individual will guide and supervise a strong team, integrate the work and talents of staff, volunteers and the Board of Directors and propel Tucson Audubon to new levels of engagement and excellence.

The Executive Director is responsible for providing strategic leadership for Tucson Audubon by working with the Board of Directors and staff leadership team to establish long-range goals, strategies, plans and policies. The Executive Director oversees all organizational activities and ensures that these are carried out in a manner consistent with the organization’s mission, policies, and programs, as adopted by the Board of Directors. The Executive Director is the organization’s lead spokesperson to the public and most visible representative to secure financial support for the organization.

The Director will supervise and optimize the operation of programs and facilities, effectively represent our brand, support and guide our employees, inspire members and donors to support our mission, collaborate with the Board of Directors to strategize now and into the future, and broaden and deepen our reach into the diverse multicultural community of southeast Arizona and beyond.

The Executive Director reports to the Board of Directors and directly supervises Directors of Development and Communication, Conservation and Research, Finance and Operations, and Engagement and Education, and an Executive Assistant.
ORGANIZATIONAL LEADERSHIP AND OPERATIONS:

- Provide leadership to ensure that the mission and core values of Tucson Audubon are put into practice.
- Collaborate with the staff leadership team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the organization.
- Understand Tucson Audubon's diverse array of programs, their importance, goals and needs.
- Nurture a kind, respectful, collaborative, inclusive and anti-discriminatory workplace, while steering a success-oriented, accountable environment within Tucson Audubon Society. Recruit, support and retain quality staff and volunteers.
- Participate with the Board of Directors in the development of a new strategic plan to guide the organization for the next 3-5 years.
- Assess organizational structure; implement measures to strengthen programs and fill gaps.
- Establish programs to meet strategic goals; evaluate potential new initiatives and partnerships based on the strategic plan, including in conservation, research, education and outreach.
- Facilitate collaboration and integration; help departments communicate and collaborate.
- Ensure sound financial practices, budgeting, forecasting, reporting and audit support.
- Foster strong relationships with other nonprofit organizations, educational institutions, government, civic and business leaders.
- Negotiate professional and services contracts; meet contractual requirements.
- Ensure facilities are appropriately managed, inspected and maintained for safety and security.
- Ensure timely filed required legal and regulatory documents; monitor legal compliance.
- Ensure programs and policy positions are science-based and informed by staff’s work with appropriate experts in government, academic institutions and the private sector.
- Monitor developments in human resources, non-profit management and governance, philanthropy, fund development and other pertinent areas.
- Directs the construction of a new visitor center at Tucson Audubon’s Paton Center Hummingbirds.
PRIMARY RESPONSIBILITIES

DONOR DEVELOPMENT

- In partnership with the Development team, participate in major and planned donor identification, cultivation, solicitation, stewardship, recognition and appreciation.
- Represent Tucson Audubon at receptions and other events engaging major donors.
- Promote funding needs and program priorities in a way that relates to funders and prospective funders.
- Design and implement programs to develop funds and promote member giving.

SUPERVISION

The Executive Director supervises a staff of ~22. In addition, ~28 Tucson Audubon employees are contracted to federal, state and local agencies to perform habitat restoration projects supervised by those agencies.

- Lead, motivate, and mentor a high performing team.
- Guide staff in using the budget as an effective decision-making tool.
- Assist staff in annual goal-setting and reporting on outcomes based on the strategic plan.
- Use work plans, annual reviews and other tools to promote outcomes and accountability.
- Implement systems for decision-making, hiring, and staff evaluation and advancement.
- Develop and maintain appropriate salary structures.
- Conduct annual performance reviews of direct reports; review annual performance reviews provided by direct reports.
- Assures fair and equitable treatment of staff.
The Executive Director reports to a 12-member Board of Directors.

- Team with the Board of Directors on an ongoing basis to discuss vision, refine goals and evaluate outcomes.
- Serve as principal liaison with the Board of Directors regarding institutional and programmatic development and progress.
- Collaborate with the Board to identify, recommend and cultivate candidates for service on the Board of Directors.
- Keep the Board of Directors informed on a regular basis regarding the state of the organization and other relevant aspects of operations; report quarterly to the Board to fully and accurately reflect financial condition.
- Designate staffing for Board of Directors committees.

**COMMUNICATIONS AND OUTREACH**

Tucson Audubon excels at innovative outreach. In addition, our staff and Board of Directors are actively committed to inclusion, diversity, equity, and access. We aspire to cultivate a community of bird lovers as diverse as southeast Arizona. Key responsibilities include:

- Be the organization’s foremost brand ambassador, our leading representative through writing, media interviews, public speaking
- Develop and implement education and outreach programs, consistent with the strategic plan.
- Provide content for the Vermilion Flycatcher, blog, email, and other communications tools.
- Contribute ideas for strategic marketing and big picture messaging for communications venues.
- Lead and inspire to advance inclusion, diversity, equity and access
- Maintain communications with National Audubon Society and other Audubon chapters.
- Be alert to opportunities, issues and trends for discussion with staff and Board of Directors.
Tucson Audubon is one of the largest and most respected Audubon chapters in the country; it is a trusted brand with a rich history that bases decisions on facts and science; and it is a growing and dynamic organization in one of the most biodiverse areas of the country.

The Executive Director will work with a talented and motivated team within an amazing conservation-oriented community and will partner with the Board and Staff on the creation and implementation of a strategic plan and the execution of a shared vision.

Many birds and habitats are on the brink -- the compelling opportunity for a dynamic leader is to create community around birds and bird habitat through recreation, education, conservation, and restoration, and through this work, to achieve significant and lasting impact for birds and for people.
QUALIFICATIONS

- B.S. or B.A. Degree; advanced degree desirable.

- Enjoys and appreciates birds; is passionate about Tucson Audubon’s mission to connect diverse audiences to birds and create community around birds through conservation, recreation, education, and recreation; some knowledge of either birds or bird habitats preferred.

- Loves the Sonoran Desert and/or is eager to explore it.

- Demonstrated leadership as a strategic and innovative thinker.

- Experience with:
  - A similar position or senior leadership role, with strong supervisory experience.
  - Cultivating donor and member relationships.
  - Developing and managing conservation advocacy programs, and in collaborating with agency and non-governmental organization partners.
  - Developing and engaging boards of directors, and teaming with them to plan strategically.
  - Advancing diversity, inclusion, equity and access.
  - Assessing and optimizing organizational structure.

- Excellent writing and presentation skills; bilingual English/Spanish preferred.

This job description is not designed to cover or contain a comprehensive listing of activities and details required for each duty listed above.
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Tucson Audubon is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs.

COMMITMENT TO INCLUSION, DIVERSITY, EQUITY, AND ACCESS

At Tucson Audubon, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Audubon actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.

COMPENSATION

Compensation for the Executive Director includes a competitive base salary commensurate with experience and an excellent package of employee benefits.

TO APPLY

Tucson Audubon Society www.tucsonaudubon.org has retained the services of ThinkingAhead Executive Search.

Please submit your resume and expression of interest to:
Chris Spagnola, Partner, at cspagnola@thinkingahead.com, and
Jonathan McIntosh, Partner, at jm McIntosh@thinkingahead.com.
ABOUT
TUCSON, ARIZONA

Founded in 1775, metropolitan Tucson is now home to 1 million people. Its multicultural roots run deep. Indigenous cultures have lived in the valley for millennia. It was part of Mexico until 1853.

Surrounded by the lush iconic Sonoran Desert, including Saguaro National Park and numerous other conservation and wilderness areas and tribal lands, it is a place of awesome desert vistas and magnificent sunsets, with 350 days of sunshine a year, punctuated by winter rain and summer monsoon storms. Southeast Arizona contains some of the wildest intact landscapes in the West. The “Sky Island” mountains which dot the desert and grasslands and push high into pine forests make it one of the most biodiverse regions on the continent. The spectacular one-hour drive up the Catalina Mountains on Tucson's north flank is like traveling from Mexico to Canada.

Outdoor recreation is central in the Tucson lifestyle, including hiking, cycling, sports and golf. Tucson’s service-based economy is anchored by the University of Arizona, with over 35,000 students and world-renowned graduate and research programs. Tucson is home to the incomparable Arizona-Sonora Desert Museum, Kitt Peak Observatory, the Mount Lemmon SkyCenter Observatory, and San Xavier del Bac Mission. Distinctive events mark Tucsonan’s annual calendars, including the international Gem, Mineral and Fossil Showcase, Tucson Festival of Books, All Souls Procession, El Tour de Tucson, Tucson Meet Yourself and Tucson Audubon’s Southeast Arizona Birding Festival. The vibrant food scene has earned the designation of World City of Gastronomy by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). Home to beautiful historic neighborhoods, world-class resorts, and interesting museums, galleries, arts and gardens, Tucson is an open and welcoming place that retains its small-town feel.
CONTACT INFORMATION

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