



the booth society

D.C. Booth Historic National Fish Hatchery and Archives
423 Hatchery Circle - Spearfish, South Dakota 57783
(605) 642-7730 phone (605)642-2336 fax

Booth Society, Inc. Executive Director

Position Title: Executive Director

Job Announcement Date: 16 Jan 2017

The Booth Society, Inc. (BSI) is a non-profit, citizen-based fisheries friends group dedicated to promoting, preserving, and enhancing the educational, cultural, and recreational opportunities at D.C. Booth Historic National Fish Hatchery and Archives—in cooperation with the U.S. Fish and Wildlife Service (FWS)—for the benefit and enjoyment of the public.

The BSI is responsible for the visitor services at the hatchery; oversees retail sales; coordinates the volunteer program; develops educational curriculums and school outreach; advocates for the hatchery on local, state, and national levels; supports hatchery operations; plans and coordinates fundraising events; and supports Friends Group development locally and nationally.

BSI's Executive Director, along with the board of directors, is responsible for fundraising, visitor service and outreach efforts, as well as the overall vision of the organization. The Executive Director thinks and plans strategically and inspires community members to become more engaged in the work of BSI and FWS. The Executive Director implements and develops policies and plans, and organizes, coordinates, and manages the programs and activities of BSI. The Executive Director manages a current annual budget of \$160,000 and supervises a small staff and the hatchery volunteer program.

Minimum Qualifications

- Commitment to public land conservation and science education.
- An appreciation of BSI and FWS history, their missions and roles in habitat preservation, fisheries and nature education efforts.
- Comfortable with a variety of tasks, from office administration and personnel questions, to public speaking, direct asks of donors, advocacy and working with elected officials, and program development.

The successful applicant will have a mixture of the following characteristics and experience:

- A visionary leader with strong motivational and communication skills.
- Some experience with outdoor education and/or habitat preservation.
- Degree in Nonprofit Management, Public Relations, Planning, Public Administration, Natural Resources, Wildlife Biology, or a related field.
- Familiarity with public agency processes and working with a diverse group of partners.
- 5 years relevant experience in organization leadership.
- Experience in working with a governing board and volunteers to achieve goals.
- Proven track record with fundraising including membership, events, and working with foundations and individual donors.
- Knowledgeable about grant writing with proven success, ability to oversee effective grant development and to identify new grant opportunities.
- Advertising, public relations and design experience.

How to Apply

Qualified applicants are encouraged to apply for this leadership position by sending a current resume and cover letter to Rachel Headley at rachel.headley@cobblestonescience.com. If you have writing and design samples, feel free to include.

All applications are to be submitted electronically.

To learn more about the inspiring work of the BSI and the details of this position, please visit us at www.dcboothfishhatchery.org.

Salary range: \$35,000 to \$45,000 DOQ

Occasional evenings and weekends will be required.

Benefits: 2 weeks paid time off plus Federal holidays

Initial deadline is January 30th. Position open until filled.

BSI is an equal opportunity employer.