

Executive Director Shield Ranch Foundation

The Opportunity

Shield Ranch is a 6,400-acre family ranch just outside of Austin with a solemn purpose to steward and protect the natural treasures of the Hill Country. Home to a mosaic of habitats, a diverse community of native plants and animals, and over six breathtaking miles of Barton Creek, we offer something exceptionally rare in our rapidly urbanizing community—a truly wild place.

The Shield Ranch Foundation is a nonprofit 501(c)(3) private operating foundation organized in 2008 to steward and share Shield Ranch with diverse communities in Central Texas and beyond in ways that educate, inspire and transform.

Since 2007, the Foundation has operated El Ranchito, a residential nature immersion summer camp that annually serves 100 youth that would not otherwise have the opportunity to attend camp.

The Foundation has embarked on the \$16,550,000 Abiding Campaign to develop the Campsite at Shield Ranch. The open-air, off-grid and sustainably built facility will serve as the permanent home for El Ranchito and provide transformative year-round outdoor experiences to 3,500 youth and adult guests annually. The Campsite represents the first phase of the implementation of the Shield Ranch 2018 Master Plan.

The Shield Ranch Foundation seeks an experienced nonprofit leader who will embrace our vision and values, nurture our culture and guide the development and implementation of our strategic plan.

The Executive Director reports to the board of trustees of the Shield Ranch Foundation, is an ex-officio member of the board and represents the Foundation on the Coordinating Council comprised of the senior leadership of the Shield-Ayres Family Enterprises.

Responsibilities

Governance

- Lead the Shield Ranch Foundation by guiding and supporting the organization's vision, mission and values.
- Provide in a timely and accurate manner, through verbal and written communication, all information necessary for the board to function properly and make informed decisions.
- Work with the board of trustees to refine and enhance practices and policies that ensure excellence in non-profit governance and administration.
- Support the transition of family from senior staff to engaged board leadership roles.

- Support the recruitment, onboarding, training and engagement of family and non-family trustees.
- Provide board members with opportunities for continuing education, leadership development and service.
- Work closely with the board president to plan and lead quarterly meetings.

Strategic Planning

- Embrace and embody the vision, mission and values of the Shield Ranch Foundation through passionate engagement with the board, staff, partners and donors.
- Lead the process to develop, implement and revise the Foundation's strategic plan every three years.

Diversity, Equity and Inclusion

- Work closely with the board and staff to build an organization that exemplifies the values of diversity, equity and inclusion (DE&I).
- Encourage open dialogue and frequent communications with the board and staff about the organization's DE&I values, goals and strategy.
- Lead the development and implementation of DE&I initiatives, tools and processes focused on the development of a diverse organization in alignment with diversity strategies to achieve the Foundation's mission.
- Drive leadership awareness, commitment and accountability for DE&I initiatives.
- Collaborate with the Director of Human Resources to ensure diversity goals are met.
- Work closely with senior leadership to visibly support DE&I as they engage with the larger community in their role with the organization.
- Develop external communications around DE&I initiatives.
- Maintain a strong awareness of diversity issues and trends.

Development

- Cultivate a culture of philanthropy through language and actions that uphold the value of philanthropy as noble and vital to the success of the Foundation's mission and vision.
- Lead and develop a fundraising team of trustees, staff, consultants and comprehensive campaign volunteers.
- Build broad-based support from a diverse array of stakeholders for existing and new programs of the Shield Ranch Foundation.
- Develop and implement a fundraising plan to support the launch of the Campsite at Shield Ranch and the implementation of the Shield Ranch 2018 Master Plan.
- Maintain and cultivate a portfolio of major donors and prospective new donors who share the values of Shield Ranch Foundation.
- Meet annual development goals which include cultivating new donors, closing new and repeat gifts and deepening relationships through effective stewardship of existing donors.

Programming

- Oversee the development and implementation of programming for El Ranchito, the Campsite at Shield Ranch and other educational and outreach programs of the Shield Ranch Foundation.
- Ensure programming is aligned with the Foundation's vision, mission and values.
- Oversee the completion and implementation of the Campsite Activation Plan for the Campsite at Shield Ranch.

Communications and Marketing

- Elevate brand awareness of Shield Ranch in Central Texas and beyond through initiatives that build and deepen knowledge of the Foundation's programs among diverse communities which represent the population of Central Texas.
- Serve as chief spokesperson for media contacts, partners and elected officials in collaboration with the board president.
- Oversee content and administration of all outward-facing print publications and digital platforms.
- Contribute content to newsletters and other outward-facing publications.
- Coach, guide and support staff in their roles as ambassadors of the Foundation's initiatives.

Community Engagement

- Build and deepen relationships with neighbors, partners and elected officials.
- Represent Shield Ranch Foundation by attending and networking at community gatherings and events.
- Make presentations to community organizations at conferences and other public events.
- Host events, tours and field trips as the Foundation's chief executive.

Finance and Administration

- Oversee the administration of the day-to-day operations of the Foundation.
- Work closely with the treasurer and finance committee to ensure sound stewardship of financial resources and financial sustainability.
- Oversee preparation and administration of a rolling three-year budget approved by trustees.
- Facilitate and support preparation of the annual audit and 990-PF.
- Oversee risk assessment and mitigation for all Shield Ranch Foundation programs.

Organizational Leadership and Team Development

- Lead and build a cohesive team that respects and honors the many and diverse talents of each member.
- Supervise direct reports (Program Director, Administrative and IT Coordinator).
- Support, guide and mentor emerging leaders within the organization.

Resources Available

Internal Resources

- Director of Human Resources (shared with Shield Ranch and Shield-Ayres Foundation).
- Land and facilities management provided under management agreement with Shield Land Stewardship Group.
- “All in” trustee and staff engagement in fundraising for annual fund and capital campaign.

External Support (Currently Under Contract)

- Financial Administrator (Personal Administrators)
- Comprehensive Campaign and Development (Fayruz Benyousef Consulting)
- Grant Writer (Wade-Crouse Grant Writing)
- Public Affairs (Sawin Group)

External Professional Resources

- Accountant (Jeff Meador, Meador and Jones)
- Auditor (Pete Allman, Allman and Associates)
- Attorney (David Rosenberg, Thompson and Knight)
- Visioning and Strategic Planning (Alexis Sanford, Spot Inquiry)
- Branding Development (Adam Butler, Butler Bros)
- Leadership and Team Development (Sheldon Romer, Executive Coaching; Carson Dickie, InStrength Consulting)

Qualifications

- Clear passion for nature and the outdoors.
- Expertise as a senior leader within an organization working in at least one of these fields related to the mission of the Shield Ranch Foundation:
 - Natural resource conservation.
 - Environmental education.
 - Connecting diverse communities to the land.
 - Another closely-related field.
- Demonstrated commitment to diversity, equity and inclusion.
- Demonstrated experience working in cross-cultural environments.
- Collaborative approach to leadership.
- Exceptional listener.
- An experienced fundraiser who will tell the story of Shield Ranch in ways that are compelling and convincing.
- Ability to convey the Foundation’s strategic future to staff, board, volunteers and donors.
- Outstanding verbal and written communication skills.
- Strong strategic thinking and planning skills.
- Demonstrated ability in non-profit administration.

Education and Experience

- Bachelor's degree required; master level degree and/or professional certification(s) in related field(s) preferred.
- At least five years in senior leadership position(s) with high-performing nonprofit organizations.
- Fundraising experience (annual fund, capital campaign, major donor solicitations, foundation grant applications and administration, corporate and in-kind support).
- Has led an organization through a strategic planning process.
- Has effectively mentored emerging leaders.
- Has managed a multi-year budgeting process.
- Has supported accounting professionals to prepare audited financial statements and IRS Form 990.
- Has conducted program, liability and insurance assessments for risk mitigation.

Salary Range: \$90 - \$110K Commensurate with experience.

Qualified applicants may send a cover letter and resume to info@shieldranch.com.