



The Florida Wildflower Foundation (FWF) seeks a dynamic Executive Director (ED) to lead our statewide conservation organization. FWF is a nonprofit organization dedicated to protecting, connecting and expanding Florida's native wildflower habitats through education, research, planting and conservation. FWF is fiscally strong, with more than \$1 million in assets. It derives a significant part of its funding from sales of the Florida State Wildflower license plate, which provides a steady source of revenue to support the FWF mission. Funding also comes from grants and donations.

The ED will:

- Administer an annual budget of over \$450,000, supervise two staff, oversee the work of eight contractors, and manage a 600+ membership program.
- Be responsible for the website and social media platforms of the organization, and numerous written publications, including our recently published book *Native Plants for Florida Gardens*.
- Work with our development team for donor outreach and cultivation, grant application/administration and pursuit of other funding sources.
- Work closely with peer and partner organizations in the environmental/natural resources sector.
- Work with the FWF Board of Directors and its meetings and committee meetings.
- Coordinate public events and an annual meeting for members and the public.
- Be the public face and spokesperson for the organization.

Currently the position is based in Orlando with staff in the area, but the position could potentially be based anywhere in Florida, as FWF is a statewide organization. The ED must be willing to travel statewide for FWF business. Travel is estimated at no more than 10% of the position duties. Salary and benefits are competitive with peer organizations. Salary will be commensurate with experience with a range of \$65,000-\$85,000. Preferred start date for position is on or near Sept. 1, 2021.

Desired Qualifications

- Demonstrated success and achievements in a leadership role in nonprofit, government, academic or for-profit sector.
- Executive level leadership experience
- Supervisory experience
- Budget/Fiscal experience
- Excellent written and oral communication skills
- Experience working with or serving on a nonprofit Board of Directors
- Experience with project management
- Experience working with independent contractors
- Public relations experience
- Strategic planning experience
- Grant writing experience
- Marketing/general business savvy



It is not necessary that a candidate be a wildflower or native plant expert. FWF has numerous experts among its board, staff, consultants and volunteer committees. Candidates must be enthusiastic about the mission of the organization and willing to learn. Demonstrated prior interest in conservation, natural resources, botany or related subjects is preferred.

How to Apply

Send a cover letter explaining your interest and qualifications for the position and a copy of your resume/CV to EDsearch@flawildflowers.org or upload them at <https://flawildflowers.wufoo.com/forms/executive-director-position-application/>.

Applications will be reviewed on a rolling basis commencing May 1, 2021, until the position is filled. Candidates who advance past an initial screening will be asked to provide 3 to 4 professional references. Additional information about the organization at <https://www.FlaWildflowers.org/about>.

Send questions or inquiries about the position to EDsearch@flawildflowers.org.