



Job Announcement

Executive Director

Environmental Traveling Companions

The Opportunity

Are you passionate about nature and the great outdoors? Do you want to play a leadership role in helping ensure the transformative power of outdoor adventures is available to all? If so, the Executive Director of Environmental Traveling Companions might be your next great career adventure!

As Executive Director of ETC, you will be assuming the reins of an outstanding organization with a 50-year history of success in offering accessible, educational and transformational adventures to people of all ages with disabilities and youth from under-resourced backgrounds. The new Executive Director will inherit a financially solid organization, with a strong and dedicated professional staff, a hardworking board of directors, a large cadre of skilled and dedicated volunteers, many long-time individual donors and foundation supporters, and a national reputation for excellence in the realm of accessible adventures. Building on the past successes of ETC, the new Executive Director will lead the organization into its next half century.

Position Summary

ETC seeks an accomplished and enthusiastic leader with a passion for sharing the world of outdoor adventures and environmental education programming with people who historically have had limited access. ETC's Executive Director is responsible for the day-to-day management of a dynamic, volunteer-based organization that provides safe and educational outdoor adventures for over 3,000 participants annually. The Executive Director serves under the broad direction of ETC's Board of Directors. Together, they collaborate to develop annual, mid-range, and long-term goals for the organization.

ETC's Executive Director leads a dynamic team of staff and volunteers to deliver exceptional accessible programs to ETC participants, in partnership with social services agencies, schools, and other groups. This collaborative and compassionate leader ensures that fiscal, operations, fundraising, marketing, human resources and programmatic strategies are effectively implemented. In collaboration with a Program Director, they will supervise and optimize the operations, risk management and growth of ETC programs. ETC's Executive Director will represent and expand ETC's brand; support and guide our staff; inspire partners and donors to support our mission; and collaborate with the Board of Directors to strategize and deepen our engagement with the diverse communities ETC serves.



Major Responsibilities

Personnel Management

- Hires, leads, and motivates a high-performing team, including providing supervision and support of the Program Director, development staff, administrative staff, and ETC's extensive volunteer community
- Assures the development and implementation of appropriate personnel and safety policies for all ETC staff
- Assures that employees are adequately trained, compensated, and receive feedback and performance reviews
- Coaches, and develops staff, while nurturing an inclusive, collaborative, growth-minded work environment
- Leads and inspires to advance inclusion, equity, diversity, and accessibility in all aspects of the organization

Fundraising

- Partners with Board of Directors, staff, and stakeholders to secure the development of diverse sources of income including: foundation, corporate, and government grants; individual and major donations; planned giving; special events; and ETC's annual appeal
- Communicates ETC's mission and program impact effectively, both verbally and in writing for grants and publications

Program Leadership

- Partners with ETC's Program Director to provide leadership to Program Managers for ETC's core program areas
- Provides vision and research for the development of new programs
- Ensures that day-to-day operations are professionally administered, and that appropriate technologies are employed to maximize organizational efficiency and effectiveness

Marketing and Outreach

- Serves as the primary ETC spokesperson, articulating the organization's vision, mission, programs, impact, and history
- Develops an effective marketing and branding presence for the organization, including regular communication to the ETC community and others through ETC's website, social media, ETC's database, letters, and media outreach

Fiscal Management

- Develops and manages an annual budget, currently \$1.3-1.6 million, with input from Program Managers and Board
- Delivers quarterly and year-end financial reports to the Board of Directors
- Assures ETC's Insurance Profile is monitored and maintained, including: Liability Insurance, Worker's Compensation, Vehicle Insurance, Directors' and Officers' Insurance, Land and Office Insurance, etc

Partnerships

- Fosters mutually beneficial partnerships and agreements with State and Federal agencies that are instrumental to the success of ETC's programs
- Develops partnerships with agencies serving special populations, schools, and youth groups to assure the recruitment of participants for ETC's programs
- Supports a strong Board of Directors, including helping recruit new directors and actively engaging in strategic planning
- Develops and cultivates a strong network and relationships with volunteers, who are critical to the success of ETC



Qualifications

- Outdoor adventure leadership experience and skills in one or more of ETC's adventure areas, along with a solid awareness of adventure logistics and risk management
- Non-profit management experience, including operations, fundraising, and a proven track record in budget management and revenue forecasting
- Demonstrated organizational development and management skills including: planning, decision-making, and communication facilitation
- Proven experience cultivating successful relationships with funders and donors
- Successful leadership of staff and volunteers; ability to lead by inspiring and motivating others
- Experience and sensitivity in working with diverse populations including youth from under-resourced backgrounds and people with disabilities
- Ability to develop and promote equity, inclusion, and diversity (EID) initiatives
- Experience developing team members' skills and careers, while also serving as a front-line contributor
- Strong communicator with an ability to connect with diverse audiences to build strong relationships and promote ETC mission
- Experience collaborating and communicating with a Board of Directors
- Willingness and enthusiasm to participate in the ETC outdoor adventures
- Excellence in verbal and written communications
- Grant writing and the development of communication and promotional materials for print, website and social media
- Experience in accessible outdoor adventures and environmental education is a plus

Compensation and Benefits

- ETC provides excellent medical and dental benefits, generous vacation and sick leave, and a 403B matching retirement program.
- Salary Range: \$145,000 - \$165,000, depending on experience

To Apply

- ETC has retained the professional services of ThinkingAhead Executive Search.
- Please submit your resume and cover letter with expression of interest to: Chris Spagnola, cspagnola@thinkingahead.com; Dan Kuhar, dkuhar@thinkingahead.com

Commitment to Diversity, Equity, and Inclusion

ETC is an Equal Opportunity Employer committed to a work environment that supports, inspires, and respects all individuals. We strongly encourage candidates of all abilities and from diverse backgrounds to apply.



About Environmental Traveling Companions

Environmental Traveling Companions (ETC) is a 50-year old nonprofit organization based in San Francisco, California that makes the joy and challenge of outdoor adventures accessible to people with disabilities and youth from under-resourced backgrounds, inspiring self-confidence, connection to nature, and stewardship of the environment. ETC offers educational and transformational outdoor adventures through our SeaKayaking, Whitewater Rafting, Cross-Country Skiing, and Youth LEAD programs

ETC was founded on California's Stanislaus River in 1972 by three commercial river guides who were inspired to share the river they loved with people who were otherwise unable to access the experience of rafting this beautiful whitewater river. In 1975, ETC became a 501(c)(3) nonprofit and the first organization in the nation to offer adaptive whitewater adventures for people with disabilities. Since then, thanks to our many collaborative partners and outstanding volunteers, ETC has shared transformational outdoor adventures with over 107,000 participants with physical and developmental disabilities, life threatening illnesses, as well as youth from under-resourced backgrounds. The ETC community - our staff, board, volunteers, and partners - is dedicated to bringing the joy of adventure to all.



ETC Signature Programs

Whitewater Rafting: Based at ETC's accessible and ecologically designed river camp on the South Fork of the American River, participants enjoy exciting rapids, and learn about riparian ecology and river conservation. ETC also offers occasional river trips in other destinations, including the Rogue River in Oregon, and the Colorado River in the Grand Canyon.

Sea Kayaking: While kayaking on beautiful San Francisco and Tomales Bays, participants enjoy close encounters with harbor seals and pelicans, while learning about the marine habitat and stewardship. ETC also offers sea kayaking trips to Mendocino, the Sea of Cortez in Baja, and other beautiful destinations.

Cross-country Skiing: For many participants, an ETC winter ski trip is their first experience in the snow. They explore the ski trails at Bear Valley Nordic, and delight in the Giant Sequoias in Calaveras Big Trees State Park.

Youth LEAD Program: Teens from diverse cultural and economic backgrounds participate in ETC's 14- to 21-day adventure courses focused on building leadership skills, learning about local ecosystems, and environmental stewardship. A select number of Youth LEAD alumni participate in a Youth LEAD Fellowship, which prepares them for further leadership in ETC and in life.

Photos by Diane Poslosky