



Keep Coyote Creek Beautiful
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Job Description: Executive Director

Keep Coyote Creek Beautiful, a San Jose-based nonprofit organization, seeks a mission-focused Executive Director to lead our efforts in preserving and restoring Coyote Creek. The ideal candidate will have a strong background in environmental conservation, nonprofit management, fundraising, and community engagement. View the company website for more information at keepcoyotecreekbeautiful.org.

Position Summary

The Executive Director (ED) is responsible for leading all aspects of Keep Coyote Creek Beautiful's operations, programs, and strategy. Reporting to the Board of Directors, the ED provides vision, leadership, and management to ensure the organization's sustainability and impact. This ideal candidate is an energetic fundraiser, a strong-relationship builder, and an effective fiscal and people manager for a small environmental nonprofit. The ideal candidate is a compassionate, strategic leader skilled in nonprofit management, fundraising, and collaboration, and has familiarity with the Santa Clara County agencies, City of San Jose, and regional elected officials.

Responsibilities

Fundraising & Financial Management

- Develop and implement a comprehensive fundraising strategy, including individual giving, grants, fee for service, corporate sponsorships, and special campaigns
- Cultivate and steward relationships with donors, sponsors, foundations, and community partners
- Create and manage the semi-annual budget with the Treasurer to ensure financial stability

- Identify and lead grant writing, reporting, and fundraising presentations
- Ensure prudent and professional management of funds

Organizational Leadership & Administration

- Provide strategic direction and lead all aspects of overall staff management
- Ensure operational efficiency and effectiveness, aligning activities with organizational goals
- Maintain compliance with all legal, financial, and regulatory requirements
- Attend all Board meetings and provide reports on staff, current work, project timelines, fundraising efforts, and organizational progress
- Work closely with the Board to ensure strong governance, donor development, and clear communication

Staff & Program Management

- Recruit and supervise management and lead staff, ensuring professional development and organizational alignment
- Foster a collaborative and motivated team environment
- Coordinate program execution, ensuring impact-focused outcomes and community engagement
- Ensure projects meet grant requirements and commitments while providing annual program impact reports

Public Engagement & Advocacy

- Represent Keep Coyote Creek Beautiful in media, community forums, government partners, and public events
- Develop partnerships with regional government agencies, nonprofits, businesses, and community partners
- Advocate for environmental policies and initiatives that support the organization's mission
- Elevate KCCB's leadership, influence, and recognition in the areas we serve

Qualifications

- Bachelor's degree or equivalent work experience in Environmental Science, Management, or related field

- Proven ability in nonprofit leadership or environmental conservation
- Proven track record in significant fundraising and grant management
- Strong financial competence and budget management skills
- Excellent communication and public speaking abilities
- Demonstrated commitment to environmental conservation and community engagement
- Experience working with nonprofit Boards and diverse groups of people
- Proficiency in Google Suite and familiarity with fund accounting systems

Key Attributes

- Successful diversified nonprofit fundraising
- A groundbreaking and creative leader with strong critical thinking skills
- The ability to inspire and motivate others
- Local and regional knowledge of environmental community, grants, and political landscape
- Foster a culture of teamwork and shared success
- Adaptable and resilient in the face of challenges
- Committed to personal growth and continuous learning
- Strong ethical framework aligned with the organization's mission
- Excellent social skills and ability to build relationships with diverse stakeholders

How to Apply

Submit a cover letter describing your interest and alignment with KCCB's mission, along with your resume, to: jobs@keepcoyotecreekbeautiful.org