



**JOB DESCRIPTION**  
**EXECUTIVE DIRECTOR**  
Board approved January 20, 2023

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**REPORTS TO:** The Board of Directors

**JOB PURPOSE:**

- Implement strategic goals and objectives set by the Board of Directors
- Provide direction and leadership toward the achievement of the mission of Pioneer Bluffs: To preserve the ranching heritage of the Flint Hills

**QUALIFICATIONS:**

- Nonprofit management experience
- Fund development and grant writing/administration skills
- Experience in recruiting, organizing, and working with volunteers
- Enthusiasm for the mission
- Organizational and leadership skills
- A background in ranching is advantageous

**POSITION:** This position is salaried, full-time, and based at Pioneer Bluffs. Flexible work arrangements may be negotiated. Some evening and weekend work is required.

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**ESSENTIAL FUNCTIONS:**

1. Supports operations and administration of Board by advising and informing Board members and providing data for evaluation.
  2. Implements action items in Strategic Plan.
  3. Financial, Tax, Risk and Facilities Management – Works with the treasurer in developing financial reports, and budgets. Works with accountant and treasurer on tax filings. Prudently manages resources within budget guidelines.
  4. Oversees program implementation including design, marketing, promotion, quality of programs, and recruitment of volunteers.
  5. Effectively manages the human resources of the organization according to policies. Engage volunteers, offering a menu of opportunities, including organized workdays. Continually identify and foster volunteer leadership.
  6. Community and Public Relations – Assures Pioneer Bluffs and our mission and programs are consistently presented with a strong, positive image.
  7. Oversees fundraising planning and implantation, including identifying resource requirements, researching funding sources, working with Fund Development committee to establish strategies to approach funders, submitting proposals and administering fundraising records and documentation.
  8. Nurtures a welcoming, inclusive culture, following the Pioneer Bluffs Nondiscrimination Policy.
  9. Additional duties as assigned.
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