

## **ABA Seeks New President**

The American Birding Association (ABA) is seeking a highly qualified individual to become its new President.

The ABA is a non-profit 501(c)(3) organization that provides leadership to birders by increasing their knowledge, skills, and enjoyment of birding. It is the only organization in North America that specifically caters to recreational birders. The ABA represents a whole range of birding interests, from identification and education to listing and conservation. It actively promotes the economic and environmental values of birding, and encourages the conservation of birds and their habitats. The ABA promotes field birding skills through its events, programs and publications, develops and disseminates information about birds, birders, and birding; and promotes national and international birder networks. The ABA is a membership organization deriving the majority of its revenues from membership dues, contributions and event proceeds. Members of the ABA are located in every North American state, province and territory, as well as numerous countries worldwide.

The ABA is located in Colorado Springs, Colorado, but with plans to relocate in the near future. Currently, the ABA employs 14 staff and has contractual relationships with 3 other individuals. The organization operates with an annual budget of approximately \$1.5 million. It is governed by a 9- to 21-member Board of Directors, with staggered terms of three years each.

### **RESPONSIBILITIES**

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The President serves as ABA's chief executive officer and is its face to the birding community, our membership, and the world. The President provides leadership and general direction to the ABA staff and is the principal point of contact between the organization and the Board of Directors. The President manages the ABA's affairs in accordance with policies adopted by the Board, the stated aims of the ABA, and general principles of good business management. As such, the President is ultimately responsible for all administrative actions and decisions, and all ABA programs, publications, policies and services to its members. Key responsibilities include:

#### **General**

- Manages the organization in a way that reflects a thorough understanding of the ABA's mission, programs and the context in which it operates.
- Serves as chief spokesperson for the ABA, thus ensuring appropriate communications with the media and external stakeholders, and enhancing the image and effectiveness of the ABA.
- Reviews annually the ABA's strategic plan and makes recommendations for any needed changes.
- Assures timely and appropriate information flow to the Board. Ensures the functioning and effectiveness of programs adopted or endorsed by the Board.

#### **Staff**

- Should inspire and motivate the staff.
- Recruits, hires, directs, trains and evaluates staff, making appropriate disciplinary and termination decisions as needed; provides regular reviews of management structure, pay policies and structure, job descriptions, job performance, and salaries.

- May appoint other officers of the association including a Vice President/Chief Operating Officer to oversee and manage the day-to-day operations of the organization.

### **Financial**

- Within the parameters established by the Board and the Finance Committee, responsible for making sound financial decisions.
- Along with the Treasurer, whom the President appoints, has a hands-on role in monitoring the organization's finances.
- Prepares and proposes to the Board, through the Finance Committee, an annual budget reflecting the aims of the ABA and the realistic expectations for the coming year, including alternatives when not all programs or projects can be funded.
- Carefully monitors, reports, interprets and explains the organization's financial performance.
- Establishes a system of internal controls and operating procedures that protects assets and assures compliance with government regulations, Generally Accepted Accounting Principles appropriate for not-for-profit organizations, and policies established by the Board.

### **Development and Membership**

- Leads the ABA's fundraising activities through leading the Board and staff in identifying fund raising strategies consistent with the organization's mission. Prepares, with the Board, a development plan implementing such strategies. Motivates the Board, staff and the organization's stakeholders to achieve the goals of the ABA's development activities.
- Develops for Board approval, and implements on an ongoing basis, an action program that will grow the organization, maintain services to members at a high level and expand its influence within the birding community through development of joint efforts with other organizations.

### **EDUCATION & EXPERIENCE**

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- A recognized leader in the North American birding community is highly preferred.
- A degree from a four-year accredited college or university is a plus.
- Successful experience managing an organization of comparable financial and staff size and complexity (preferably a membership association) is a plus; with strong financial, people, and management experience and skills.
- Experience working with/reporting to a Board of Directors is preferred.
- Demonstrated track record of fundraising is a strong plus.
- Experience making tough decisions and getting buy-in from the parties involved is important.
- Knowledge of technology and electronic media and their uses to reach out to members and potential members is a strong plus.

### **PERSONAL CHARACTERISTICS**

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- A strong, decisive leader who, operating in the best interest of the ABA and of the birding community at large, can provide vision and direction to the Board and staff .
- An enthusiastic, energetic, self-starter, with a particular enthusiasm for birds and birding, who will take initiative to move the ABA forward.

- Outstanding communication skills, including presentation, writing, and listening; the desire and ability to foster and maintain regular and open lines of communication with the Board, staff, members, and other stakeholders.
- Desire and ability to manage “inside” the organization while thinking about and looking to the “outside” in the long term.
- Intelligence, common sense, and good business judgment.
- Openness to new ideas; desire and ability to reach out to new groups and listen to differing views.
- Desire and ability to deal openly and quickly with conflict.

## **COMPENSATION**

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The ABA will offer market-based compensation, including base salary and the ABA’s normal employee benefits, which include health and dental insurance, a Simple IRA with company matching up to 3%, flexible spending and/or health savings accounts, life and short-term disability insurance, and optional employee-paid additional insurance. Relocation assistance will be negotiated on an individual basis.

## **NON-DISCRIMINATION**

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The ABA firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

## **APPLICATIONS & CONTACT INFORMATION**

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If you are interested in this position, please send your resume; three supporting reference contacts (telephone and/or e-mail); and a cover letter to all four search committee members: "Charles Bell" <[clbell42@msn.com](mailto:clbell42@msn.com)>, "Kenn Kaufman" [kenn.kaufman@att.net](mailto:kenn.kaufman@att.net), "Louis Morrell" <[loumorre@andromeda.rutgers.edu](mailto:loumorre@andromeda.rutgers.edu)>, and "Erika Wilson" <[terika88@cox.net](mailto:terika88@cox.net)>.

In your cover letter, please state your view of ABA’s role in the birding community; where the ABA office might best be located geographically; and why you think you would suit this position. For tracking purposes only, please note how you heard about this position, and whether you are an ABA member.

**Deadline for Applications: 15 August 2010.**