

Executive Director – Part-time Friends of Rose Canyon

About Friends of Rose Canyon

Friends of Rose Canyon is a community-based 501(c)(3) nonprofit organization with a 20+ year history of success in pursuing our mission to protect, preserve, and restore Rose Canyon and the Rose Creek watershed. Our major focus is on the Rose Canyon green belt between Interstates 5 and 805, much of which is included in the City of San Diego's [Rose Canyon Open Space Park](#) and [Multiple Species Conservation Program](#).

Position Summary

The Executive Director is responsible for advocacy, fundraising, leadership, and organizational management for Friends of Rose Canyon. The Executive Director will coordinate the support of community members, volunteers, other organizations, government agencies, the Board of Directors and, when necessary, legal counsel.

This position requires a collaborative leader who is passionate about environmental stewardship, community engagement, and nonprofit sustainability.

Role Specifications

- Part-time (approximately 20 – 25 hours per week)
- Remote and in-person work required, including some evening and weekend events
- Requires maintaining a regular presence in Rose Canyon to observe habitat conditions, monitor or participate in restoration projects, meet with staff, volunteers, members of the public, contractors, City of San Diego Open Space Park rangers, or others to represent Friends of Rose Canyon
- Reports to the Board of Directors
- Supervises two part-time employees: a seasonal Education Coordinator and a Restoration Coordinator

Key Responsibilities

Advocacy and Outreach

- Coordinate and conduct community outreach and engagement
- Maintain and grow existing networks of relationships, and collaborate on advocacy efforts with other environmental organizations
- Monitor plans by the City of San Diego, SANDAG, and private developers, that may impact Rose Canyon and the Rose Creek watershed
- Advocate to protect Rose Canyon and the Rose Creek watershed at remote and in-person meetings, hearings, and in environmental coalitions; work with outside legal counsel as needed
- Plan and host community and education events in Rose Canyon and surrounding neighborhoods

Fundraising and Communications

- Research and write grant proposals and donation requests; ensure grant compliance; prepare and submit required grant reports
- Plan and implement annual fundraising campaign
- Cultivate relationships with existing and potential donors
- Maintain donor and volunteer databases; manage donor and email software programs

- Strengthen community engagement through email, social media, attendance at meetings and events

Organizational Leadership

- Work closely with the Board of Directors to advance the organization's mission, and collaborate on strategic priorities
- Implement Board-approved strategic priorities and annual work plans
- Prepare and present regular reports on programs, finances, and organizational activities
- Support Board of Directors recruitment

Program and Project Management

- Oversee planning and implementation of our habitat restoration projects in coordination with our Habitat Restoration Coordinator, the City of San Diego Open Space Division, and our restoration contractors
- Oversee planning and implementation of our nature education walks for local schools in coordination with our Education Coordinator

Administration

- Manage budget, oversee payroll administration and financial reporting in coordination with the bookkeeper and external accountants
- Ensure compliance with all nonprofit and regulatory requirements
- Maintain and upgrade data systems and website

Qualifications

- Demonstrated experience showing passion for nature, conservation, and community engagement
- Minimum 3 years' experience in nonprofit leadership or management
- Demonstrated experience in fundraising, grant writing, donor cultivation, or related resource development activities

Preferred Experience and Knowledge

- Experience in advocacy and work on successful environmental protection efforts
- Familiarity with San Diego's environmental community, environmental issues and California state and federal environmental agencies
- Familiarity with San Diego's native habitats
- Experience with habitat restoration, outdoor nature education, or related environmental work

Key Competencies

- Proven organizational and time management skills to manage multiple responsibilities independently
- Strong writing and public speaking communications skills
- Ability to effectively network and influence local environmental policy
- Ability to leverage digital tools and applications to operate the organization efficiently and effectively

Compensation and Benefits

- Part-time, non-exempt position
- Compensation: \$32-\$34/hour, depending on qualifications and experience

- Health insurance stipend; eligibility for [CalSavers](#) retirement program (no employer contribution)
- Position accommodates flexible work hours and frequent remote work, with regular presence in Rose Canyon and attendance at in-person events and meetings, including occasional evening and weekend time commitments

Physical Demands / Work Environment

This position requires remote office work and in-person work in Rose Canyon and other City of San canyons, as well as attendance at in-person meetings and events. The Executive Director is expected to maintain a regular presence in Rose Canyon, on trails and at project sites. Duties include traversing ungroomed and rough trails, uneven ground, steep slopes, loose gravel, and other outdoor conditions commonly found in Rose Canyon. The Executive Director will participate in canyon site visits, occasionally lead outdoor meetings or tours, observe or participate in restoration and stewardship activities, meet with volunteers and partners in the field, and attend education programs and other outdoor events. The position requires the ability to perform these functions with or without reasonable accommodation.

The selected candidate must successfully complete a background check and meet organizational eligibility requirements applicable to this position.

Equal Opportunity Employment

Friends of Rose Canyon is an equal opportunity employer. We welcome applicants of diverse backgrounds, experiences, and perspectives who share our commitment to conservation, community engagement, and environmental stewardship.

Application Process

Send resume and cover letter to recruiting@talent4impact.com