

# Job Announcement

## Executive Director

The Coastal Bend Bays Foundation (CBBF) is seeking a motivated, innovative leader to serve as Executive Director. CBBF is a public interest nonprofit organization dedicated to the conservation of freshwater and coastal natural resources for current and future generations through consensus, facilitation, communication, advocacy, research and education. The Executive Director is responsible for advancing CBBF's mission and managing the day-to-day operations of the non-profit in coordination with other CBBF staff, members of the board of directors, trustees, and volunteers. This part-time role (20 hrs/week) combines leadership and hands-on coordination of programs, events, fundraising, and outreach to strengthen CBBF's impact in the Coastal Bend region.

### Key Responsibilities:

- Lead fundraising (memberships, donations, grants, sponsorships).
- Coordinate programs, events, contractors, and volunteers.
- Manage communications, including social media, newsletters, and public relations.
- Cultivate partnerships with government, schools, nonprofits, and businesses.
- Oversee staff and volunteers while ensuring alignment with CBBF's mission working through committees.
- Experience expanding membership and inspiring action by others.
- Experience producing and managing presentations, newsletters, and similar informational publications.
- Ability to navigate online communication platforms (Zoom, Teams, etc.) and social media (Facebook, Twitter, Instagram, LinkedIn) to promote activities, events, projects, membership and fundraising.

### Qualifications:

- 3–5 years of nonprofit leadership, fundraising, and outreach experience.
- Strong skills in event planning, communications, and community engagement.
- Proficiency in Microsoft Office, QuickBooks, and digital platforms.
- Excellent time management and ability to work independently.
- Must be able to lift up to 40 lbs. and work outdoors occasionally.
- Valid driver's license and reliable transportation with insurance.

### Apply Now:

Apply via [Indeed.com](https://indeed.com)

Visit [baysfoundation.org](https://baysfoundation.org) for more information.

Questions? Email: [coastalbendbaysfoundationboard@gmail.com](mailto:coastalbendbaysfoundationboard@gmail.com)