



## *Position Available*

### **RED RIDGE NATURE PRESERVE**

#### **DEPUTY DIRECTOR**

#### **THE ORGANIZATION**

Through a unique philanthropic partnership between Kirkpatrick Family Fund, Kirkpatrick Family Fund Real Estate LLC, and Kirkpatrick Foundation, Red Ridge Nature Preserve is a new Oklahoma nonprofit under formation. Dedicated to preserving and programming the important ecosystem and historic properties at the 133-acre green space located at Fiftieth Street and Lincoln Boulevard in Oklahoma City—along historic Route 66, the Deep Fork Creek, and the State Capitol corridor—Red Ridge Nature Preserve will benefit the people of Oklahoma City, wildlife, the central flyway, and the natural environment of this rare historic property.

#### **THE POSITION**

This is a new position. The board seeks to hire an individual with an interest and enthusiasm for multi-disciplinary ecological and historical preservation programming with demonstrated administrative, collaboration, fundraising, and management experience.

- Reports to Red Ridge Nature Preserve Board of Governors.
- Implements the vision of the Board of Governors.
- Informs and manages the work of the Board of Governors and Advisors.
- Directly supervises, onboards, and manages eventual full-time, part-time, and contract employees, and consultants.
- Works with the property management team, Kirkpatrick Family Fund, Kirkpatrick Family Fund Real Estate LLC, and Kirkpatrick Foundation to coordinate, organize, and oversee Red Ridge construction and land improvement efforts, master planning, program planning, property management, communications and social media contractors, bookkeepers, and all collaboration tools.
- Coordinates, oversees, and manages the Red Ridge Nature Preserve nonprofit organization in its programs and facilities.
- Engages with the larger community to further the mission of Red Ridge Nature Preserve.

#### **KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The position supervises full-time, part-time, and seasonal employees as necessary, and community volunteer groups related to program implementation. Marketing and accounting are outsourced but will require excellent and organized coordination and communication. These relationships are key to accomplishing the goals of the Red Ridge Nature Preserve. This position works collaboratively with the above named entities.



## **RESOURCE DEVELOPMENT**

- Direct fundraising activities with an emphasis on cultivation, stewardship, and solicitation of individual and corporate gifts.
- Work with Board of Governors, volunteers, and a wide range of enthusiastic supporters, and other parties to identify partnership opportunities.
- Pursue grant opportunities with local, regional, national, and government funders.

## **PROGRAM DEVELOPMENT AND IMPLEMENTATION**

- Facilitate the development and implementation of recommendations from ecological, environmental, conservation, wildlife, and preservation advisors for Red Ridge programs.
- Coordinate with the Board and other Kirkpatrick entities on opportunities for collaboration and community engagement.
- Cultivate and facilitate community and program partners use of Red Ridge.
- Cultivate and coordinate volunteers to support program implementation.

## **COMMUNITY RELATIONS**

- Represent Red Ridge Nature Preserve in Oklahoma. Establish and maintain relationships with local and regional organizations including the Oklahoma City Zoo, The Nature Conservancy, area universities, and many more.
- Work in partnership with Kirkpatrick Family Fund and Kirkpatrick Foundation leadership to foster relationships with city, county, and state officials and community members.
- Coordinate marketing, communications, and social media with communications contractor.

## **OPERATIONS AND ADMINISTRATION**

- Ensure the financial stability of the organization through accounting standards and controls, financial reporting, financial planning, and budgeting.
- Manage business operations of programs including the administration of associated contracts, agreements, and leases.
- Coordinate with Kirkpatrick Family Fund Real Estate LLC and the property management team in the maintenance, improvements, and use of the land.

## **BOARD AND ADVISOR RELATIONS**

- Provide support and assistance to the Board of Governors through the preparation, presentation, and interpretation of reports, minutes, financial statements, and other documents to help the Board exercise its governance functions and responsibilities.
- Provide the Board with continuing review of financial and operational performance in relation to plans and budgets.
- Facilitate the engagement of the Board in fundraising and community relations.

## **QUALIFICATIONS AND SKILLS**

Bachelor's degree required with advanced training or equivalent experience in nonprofit administration, program management, and fundraising experience; environmental, conservation, ecological, or facilities experience preferred.

- 5 - 10 years' relevant experience with a demonstrated track record of advanced responsibility.
- Demonstrated interpersonal, communications, collaboration, and writing skills.
- Demonstrated knowledge and experience working with multiple technologies and databases.



- Demonstrated senior-level experience in nonprofit work.
- Experience in coordinating a team and multiple details to accomplish the goals of the organization.
- Experience reporting to or working directly with a board.
- Periodic evenings and weekends plus travel will be required.
- Excellent references.

### **COMPENSATION**

Compensation is competitive with Oklahoma City metro senior non-profit positions and will be commensurate with experience. Red Ridge Nature Preserve will provide 100 percent of individual premium coverage for Medical, Dental, Life, Short-Term and Long-Term Disability insurance. A 401(k) plan with an employer match is available to the employee and access to a Flexible Spending Account, Health Savings Account, and other voluntary insurance coverage plans. Additional benefits include two weeks (10 days) vacation, seven (7) floating holidays, and sick leave.

The position will remain open until it is filled by a qualified candidate.

Red Ridge Nature Preserve Board of Governors believes that all persons are entitled to equal employment opportunity and expressly prohibits discrimination against employees or applicants on the basis of race, color, sex, religion, national origin, disability, sexual orientation, genetic information, veteran status, or any other status protected under local, state, or federal law.

For interested candidates, a cover letter with a resume and three references should be addressed to the attention of Louisa McCune, Red Ridge Nature Preserve, c/o Kirkpatrick Foundation, 1001 W. Wilshire Boulevard, Oklahoma City, Oklahoma 73116, or emailed to [info@redridgeokc.org](mailto:info@redridgeokc.org). Please, no phone calls. The deadline for resume submissions is Friday, January 19, 2024.