



Council to Advance Hunting and the Shooting Sports

JOB ANNOUNCEMENT: Executive Director

CLOSING DATE: July 31, 2020

The Council to Advance Hunting and the Shooting Sports (Council) is a non-profit, charitable, educational organization (501 (c) 3) incorporated in the District of Columbia. Formed ten years ago as a coalition of state fish & wildlife agencies, conservation organizations and the shooting sports industry, the Council has become the nationally recognized expert in coordinating and advancing recruitment, retention and reactivation (R3) of hunters and shooters.

Now the Council is looking for a visionary leader to carry it into a second decade of R3 challenges. As the public face of the Council, the Executive Director is expected to be a strategic leader who embraces, articulates and executes the Council's vision of an America where hunting and shooting sports are an integral part of mainstream culture, and where hunters and recreational shooters are widely recognized as the premiere contributors to wildlife conservation.

In concert with the Council's Board of Directors (Board), the Executive Director is responsible for the success of the Council. Together, the Executive Director and the Board assure the Council's relevance to the hunting and shooting sports community, execution of the Council's new business plan, and accountability to the Council's diverse constituents.

The Executive Director has delegated responsibility from the Board for the management, governance and operations of the Council in accordance with established policies and procedures. The Executive Director oversees the operation of the Council, including its current staff of two people, and is responsible for coordinating effective operating, marketing, financial, cultural and legal strategies for the Council.

Duties and Responsibilities:

- Meets with the Board on a regular schedule to assess the direction of the Council, maintain alignment with its business plan and keep members advised on all aspects of operations.
- Develops and implements fundraising strategies to maintain and grow the Council's reach within a highly competitive fundraising environment.
- Initiates, develops and maintains positive cooperative relationships with state fish & wildlife agency directors, key NGO and industry leaders, influential hunting and shooting sports leaders and other state and federal conservation leaders.
- Formulates and executes comprehensive marketing, branding and functioning strategies that will help elevate the visibility of the Council within the hunting, shooting sports and conservation community.
- Acts as the face of the Council when dealing with state and federal government, NGOs, industry, other partners and the public.



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- Develops the annual Council budget and oversees all fiscal activities of the Council including budgeting, reporting and auditing.
- Oversees and directs staff and oversees all aspects of the Council's human resource management.
- Plans, directs, implements, monitors and ensures timely development of Multistate Conservation Grants that are critical to the funding of the Council, and ensures performance reports are completed accurately and in a timely manner.
- Negotiates and signs all professional contracts, event contracts and legal contracts/commitments of the Council.

Skills and Management Requirements:

- Possesses strong leadership, communication and presentation skills.
- Leads by example, thus motivating subordinates, stimulating employee engagement and encouraging performance.
- Assures a work environment that recruits, retains and supports quality staff.
- Develops high quality business strategies and plans.
- Makes high-level, defensible financial decisions.
- Enforces adherence to legal guidelines and Council policies and procedures.
- Maintains knowledge of Council governance, finance and performance management principles and practices.
- Experience in developing, planning and implementing federal grants.
- Outstanding organizational and time management skills.
- Regularly engages staff in refining and executing the Council's Business Plan.

Personal Demands: The Executive Director will at all times maintain a professional and positive image and attitude regarding the Council and its efforts to enhance hunting and shooting sports participation. Candidates must demonstrate a commitment to continued professional growth and development. The candidate is expected to demonstrate a commitment to diversity and be respectful of differing political, religious and personal beliefs, including differences in social and economic background, lifestyles, gender, race, and intellectual abilities. The candidate must have a high level of emotional stability and tolerance for stress.

The Executive Director has a very demanding travel schedule and is expected to attend numerous annual meetings, such as: The North American Wildlife and Natural Resources Conference, AFWA Annual Meeting, all state regional association meetings (4 during the year plus 4 regional director meetings), ATA Trade Show, NSSF Shot Show, NGO annual meetings and conventions, and regional and national R3 meetings. Overnight travel will exceed 100 nights per year.

Experience: A Bachelor's degree or higher is required, with preference given to those in natural resources, business, finance, or marketing. A minimum of 10 years'



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experience in a senior management position in a natural resource field, non-profit fundraising/management, or hunting/shooting sports related industry is preferred.

Compensation: Salary and benefits will be negotiable based upon qualifications and experience. Benefits include Health Insurance, 401 k, and personal vacation and sick leave. The successful applicant is not required to reside in any particular location but must have excellent internet connectivity, cell phone coverage and good access to a commercial airport given frequent travel is required for this position.

How to Apply: To apply, submit by the July 31, 2020 deadline a cover letter, resume/CV and at least three references via Email to admin@cahss.org. Applicants wishing to include three reference letters are encouraged to do so. Applications will be reviewed and the best qualified candidates will be invited for an interview, likely within the month of August. Applicants tentatively selected for this position could be subject to additional background checks and must be a U.S. citizen or alien authorized to work in the United States. Questions can be directed to admin@cahss.org.