

## **JOB DESCRIPTION**

POSITION: Director of the Executive Office  
REPORTS TO: President and CEO  
CLASSIFICATION: Exempt | Full-time  
LOCATION: Long Beach | In Office  
UPDATED: 11/10/2024

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## **POSITION SUMMARY**

The Director of the Executive Office reports to the President and CEO and oversees the daily operations, protocols, and support functions of the Office of the President and CEO.

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## **LOCATION**

On-site role based in Long Beach, CA office, with occasional remote work and frequent ferry travel to and from Catalina Island as needed.

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## **KEY RESPONSIBILITIES**

### **Management of Executive Office and Staff**

- Oversee the day-to-day operations of the Office of the President and CEO
- Design, implement, and continuously improve protocols, policies, and procedures to ensure the efficient operation and ongoing productivity of the Office of the President and CEO
- Monitor and anticipate operational challenges within the Office of the President and CEO, ensuring it runs efficiently and effectively
- Manage the Senior Executive Coordinator/Executive Assistant to ensure smooth operations under tight deadlines
- Manage Office Coordinators to ensure professional front of house operations

### **Strategic Support for President and CEO**

- Assess, establish, and implement standard operating procedures and processes to manage internal and external access to the President and CEO, ensuring clear communication and efficient handling of requests
- Assess, establish, and implement standard operating procedures and processes to ensure President and CEO is briefed for all meetings and engagements, internal and external, ensuring clear communication and seamless coordination: scheduling prebrief and debrief meetings, ensuring all necessary pre-work is completed, and tracking follow-up actions through to completion

## **Communications**

- Manage the distribution of communications from/on behalf of the Office of the President and CEO, created by/with Chief of External Affairs/Director of Communications, ensuring accuracy and timeliness

## **Project Management**

- Support President and CEO to project manage organization-wide projects (e.g. Emergency Preparedness Plan), gathering/collating input and materials from Executive Team and driving to completion
- Coordinate staff engagement activities hosted by the President and CEO (e.g., all-staff meetings, coffee chats), ensuring seamless execution

## **Budget for Executive Office**

- Oversee budget for Office of the President and CEO and board-related activities (meetings, retreats, trainings, etc.)
- Facilitate contracts for the Office of the President and CEO, ensuring timely review, approval, and execution

## **Board Support**

- Facilitate logistics (rental space, food order, etc) for board meetings, retreats, and other board-related activities
- Oversee the Senior Executive Coordinator/Executive Assistant's management of board logistics, including agendas, materials, and minutes
- Manage the preparation, coordination, and ongoing updates of materials for the Nominating and Governance Committee
- Provide strategic support to President and CEO and Chief of External Affairs for board engagement, focusing on ensuring clear communication between the President and CEO and board members

## **Flexibility and Availability**

- May include frequent work outside of normal business hours as needed to support the President and CEO's schedule

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## **QUALIFICATIONS**

### **Skills & Abilities**

- Experience working with professional nonprofit boards and knowledge of governance best practices
- Exceptional written and verbal communication skills, with the ability to draft professional, high-level correspondence
- Demonstrated success managing complex schedules and competing priorities in a dynamic environment

- Strong organizational and time-management skills, with keen attention to detail and follow-through
- Exceptional interpersonal skills and high emotional intelligence, with the ability to cultivate collaborative relationships
- Proven ability to manage and lead, fostering a collaborative and productive team environment
- Proven ability to handle confidential information with discretion and professionalism
- Proactive, problem-solving mindset, with the ability to anticipate challenges and respond effectively
- Independent and adaptable, able to manage multiple priorities with minimal supervision
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Teams) and other tools like Zoom, etc.

**Education & Experience**

- Bachelor’s degree in Nonprofit Management, Business Administration, Communications, or a related field and/or equivalent experience
- At least 5-7 years of experience in executive support, project management, or a related role, preferably supporting senior leadership

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**COMPENSATION & BENEFITS**

ESTIMATED STARTING SALARY RANGE:  
\$125,000 - \$140,000 annually, based on skills and experience.

We’re proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

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**EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## HOW TO APPLY

Please send a resume and cover letter to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

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## OUR STORY

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.