



Apply for the Position of Executive Director



INTERNATIONAL DARK-SKY ASSOCIATION

The Opportunity

The International Dark-Sky Association (IDA) is recognized as a worldwide leading agency committed to promoting exemplary stewardship of the night sky through responsible outdoor lighting and education. Working with diverse partners, the IDA's mission is, "to preserve and protect the nighttime environment and our heritage of dark skies through environmentally responsible outdoor lighting." IDA envisions a world in which our relationship with light at night reconnects us to the magnificence and wonders of the night sky and reduces the ecological impacts of light pollution for future generations.

Founded in 1988, IDA was the first nonprofit organization calling public attention to light pollution, its environmental impacts, and the relative ease with which it can be addressed. Since then, IDA has worked with the lighting industry, the technical and scientific community, and the public to develop new and innovative tools and approaches for reducing light pollution. Grounded in evidence-based strategies, IDA's core programs – International Dark-Sky Places, Fixture Seal of Approval, and Grassroots Engagement – have led to significant accomplishments in reducing light pollution and mobilizing worldwide change.

The International Dark-Sky Places Program has assembled more than 100 private individuals and public land managers, including partners from the National Park Service, to conserve and protect in excess of 85,000 square kilometers of dark skies as International Dark-Sky Places. The number of sites annually designated continues to grow at a double-digit percentage rate, year after year, and illustrates the importance and potential of this program to conserve the night sky.

The Fixture Seal of Approval Program, which applies rigorous standards in certifying IDA-approved dark-sky-friendly lighting fixtures, has approved more than 1,000 products. Providing individuals, families and communities with timely and independent recommendations for dark-sky-friendly lighting fixtures allows concerned citizens to lead by example and inspire others to follow. The certification program also influences lighting designers and manufacturers to design better lighting to meet the standards.



IDA's **Grassroots Engagement Program** inspires, educates and mobilizes citizen-advocates from around the world to confront light pollution and build a movement of unstoppable change. IDA's Chapters, which now number 65 worldwide, are the key to our advocacy efforts. "On the ground" change agents are critical to influencing lighting policies and raising public awareness about light pollution and its ecological impact.

IDA's **Advisory Committees** also are an essential asset in the organization's ability to shape and influence positive policies and outcomes for protecting the night sky. The current roster includes our Technical Committee, Education Committee, and International Dark Sky Places Committee. In addition, we regularly convene Task Forces – such as the Strategic Planning Task Force – which have a specific purpose and goal and are limited in duration.

IDA's **Annual General Meeting** draws diverse and passionate representation from across the globe to discuss an array of issues on light pollution, including the latest scientific findings, winning strategies to reduce light pollution, successful educational and outreach tools and techniques, and to celebrate our community's shared vision and values.

Finally, IDA's Board and staff have just completed a three-year **Strategic Plan** that establishes the organization's priorities and will guide its operations in meeting its mission. Central to the **Strategic Plan** is a vision in which citizens from around the world are united in their belief that the natural night is a shared resource and common space worth defending from the spread of light pollution.

Today, with increased global awareness that environmental responsibility includes protection of the night sky, IDA is poised to reach new partners and audiences, educate new policymakers, and garner new resources to ensure that our skies are preserved for future generations.

The International Dark-Sky Association seeks an experienced and accomplished professional to serve as its next Executive Director. The ideal candidate will be mission-focused, committed to excellence, and a staunch advocate of the values and policies of the International Dark-Sky Association.

Three essential qualities that the successful candidate must demonstrate are:

Leading a Vision

The ability to define and lead a vision that supports IDA's mission, "to preserve and protect our heritage of dark skies through environmentally responsible lighting" is the number one priority for the organization at this time.

This means:

- Understanding the organization, its history, its position, and listening to stakeholders in developing and implementing a clear and inspiring vision for how we meet our mission.
- Defining priorities and establishing focus in efforts across the organization (Board, staff, advocates, volunteers, members, media, and the general public).
- Identifying and providing resources and strategies to support our work and help us to do the most important things well.
- Collaborating with the staff to build upon successes.



Proven Fundraising Ability and Demonstrated Success in Strong Management of Fiscal Resources

The organization cannot thrive without the fiscal resources necessary to meet its goals. Therefore, the next Executive Director must maintain and improve IDA's current fundraising goals, and apply sound financial practices that are aligned with organizational goals, including the Strategic Plan.

This means:

- Demonstrated success in non-profit fund development and, in particular, the cultivation, stewardship, and long-term engagement of major donors.
- Leading by example all of IDA's fundraising efforts.
- Administering and strengthening the IDA Development/Philanthropy Plan.
- Providing strong financial oversight of IDA's operations and building on the organization's strong fiscal position.
- Maintaining and expanding relationships with individuals, organizations, and foundations which currently or potentially can provide large financial gifts to the organization.

Issue Leadership

A leader who brings deep understanding of the issue of light pollution, mitigation efforts, and the dark sky advocacy network is required for IDA's success.

This means:

- Leading the movement to protect and preserve dark skies with strength and authority.
- Taking initiative to become and remain conversant on advances in our understanding of light pollution and the evolving lighting industry.
- Protecting and strengthening our status as the recognized worldwide authority on light pollution.
- Building and maintaining relationships with potential and existing partner organizations who amplify our message.
- Representing IDA with the highest degree of professionalism in public spaces.

This position is an exciting opportunity for an energetic, focused, caring and visionary leader who has successfully worked with domestic and international communities and who is well-versed in the issue of light pollution and its environmental impacts on diverse populations. The candidate will lead a highly committed, competent, creative, and engaged staff and partners who, along with the IDA Board of Directors, are poised to move the organization to new heights.

Located in Tucson, Arizona, the new Executive Director will have an amazing opportunity to create innovate partnerships globally, diversify and strengthen IDA's revenue streams, manage to successful completion a \$3 million endowment campaign to help ensure the organization's long-term financial stability, and expand recognition of IDA as the global "go to" resource on light pollution.

The following pages present details of this search.

Executive Director

Reporting to the Board of Directors, the Executive Director has overall responsibility for the leadership and delivery of the day-to-day operations of the IDA. Guided by the Strategic Plan, the Executive Director will be tasked with organizational strategy, financial management, fostering of Board development as appropriate, staff mentoring and management, and guiding philanthropic efforts in support of the execution of IDA's mission.

Specifically, the Executive Director will:

- With sensitivity to issues of inclusion, provide leadership, vision, oversight and direction for the achievement of IDA's mission through organizational planning in fulfillment of the Strategic Plan.
- Ensure that IDA's mission and vision are clearly defined and communicated, both internally and externally.
- Lead and guide fundraising activities with the Board of Directors to develop adequate financial resources for implementing the Strategic Plan.
- Consistent with the Strategic Plan, provide a coherent and focused design and execution of IDA's programs and systematically evaluate the impact and effectiveness of these programs.
- Lead the annual budgeting process and ensure strong and disciplined financial management and oversight.
- Serve as chief spokesperson representing the organization in the community and with the media.

Duties continued:

- Build community awareness, confidence, and trust in IDA
- Serve as the liaison between Board and staff.
- In partnership with the Board of Directors, develop relevant governance that supports and enhances Board effectiveness.
- Ensure that the Board is informed and prepared to enact decisions thoughtfully and deliberatively.
- Ensure compliance with legal and other nonprofit regulatory obligations.
- Ensure that personnel and volunteer management complies with legal obligations and policies.

Candidate Qualifications

The Executive Director will be an experienced and passionate leader who will benefit from a knowledge of conservation issues, a positive attitude, mission-driven, and self-directed. The Executive Director will be thoroughly committed to IDA's mission and have proven leadership and fund development experience. Other qualifications include:

- Advanced degree, with at least five years of senior management experience or a B.A. and at least seven years of senior management experience.
- Demonstrated experience in nonprofit or related management with fiscal compliance to include successful audits.

Candidate Qualifications continued:

- Ability to collaborate with technical staff and volunteers to achieve strategic objectives.
- Demonstrated record of (6) six-figure solicitations from public agencies, foundations and major donors.
- Demonstrated knowledge and commitment to donor stewardship and grant reporting.
- Demonstrated history of effectively working with a Board to include cultivation, development, and fostering efficiency in smooth governance and fundraising actions.
- Possess an entrepreneurial capacity, be adaptable, and embrace an innovative approach to internal and external stakeholder engagement.
- Command excellent interpersonal, written and oral communication skills with an ability to deliver persuasive positions of IDA's mission to both technical and non-technical audiences.
- Willingness and ability to travel extensively.
- Willingness to work long and often unpredictable hours, including weekends.
- Demonstrate a strong sense of integrity, an impeccable ethical code of conduct, and an unwavering commitment to transparency and personal financial accountability.

Leadership Priorities for the First Twelve Months

During the first year, the successful candidate will have key priorities for demonstrating measurable performance in the role of Executive Director. Intrinsic to the execution of this role is that the Executive Director will develop key relationships within the community of service and among relevant stakeholders. Specific priorities for the first twelve months include:

- In partnership with Board, develop and finalize 2019 work plan and define programmatic priorities.
- Begin implementation of Strategic Plan based on the operational plan.
- Review and, as necessary, adjust staffing plan and hire Philanthropy Associate.
- "Own" and operationalize the FY 2019 budget and Development/Philanthropy Plan.
- Support and strengthen programs as necessary, including increasing IDA and Chapter membership, and the Fixture Seal of Approval and Community Friendly Outdoor Sports Lighting programs.

Board of Directors

The IDA Board of Directors is comprised of diverse and highly recognized national and international leaders representing the scientific and the public perspectives of the issues addressed by the mission of IDA. This group of leaders is committed to strong governance, pragmatic fiduciary practices, and an unwavering commitment to reducing light pollution and its environmental impacts. The following statement best reflects the commitment of the Board of Directors:

As a nonprofit organization, IDA deeply values the trust that has been placed in us. Our members and donors trust us to use their contributions wisely. Governments and private entities trust our science and ability to create solutions that protect the night skies, wildlife, humans, and the planet. To preserve this crucial trust, IDA is committed to best practices in governance, accountability and transparency. This commitment exists at all levels of the organization.

The dedication and vision of the Board is visible through their efforts and support as they seek IDA's next Executive Director to build on a successful 30-year history. IDA's Board members can serve two consecutive three-year terms, and are expected to participate in fundraising efforts through direct donation or by solicitations.

A list of the Board members and their respective affiliations can be found at: <http://darksky.org/about/board-of-directors/>

More information regarding the International Dark-Sky Association's benefits will be forthcoming through the search process. The International Dark-Sky Association is located in Tucson, Arizona, U.S.A. To learn more about Tucson, Arizona, please visit:

<https://www.visittucson.org/about>



International Dark-Sky Association is committed to affirmative action, equal opportunity, and the diversity of its workforce. We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

The International Dark-Sky Association has retained Higher Talent, Inc. to manage the recruitment process. Candidates will be identified, screened, interviewed in person and/or by video, will be required to complete a comprehensive background evaluation, and preliminary references will be conducted. Interested candidates should direct inquiries, resumes, cover letters, and compensation history to:

Mindy Suissa Cohen, President, ms@highertalentinc.com

Additional questions may be directed to any member of the Higher Talent team by calling 301-320-9007. We welcome your inquiries and look forward to hearing from you!

Higher Talent, Inc.
PO Box 209
Glen Echo, MD 20812
Phone: 301-320-9007
<http://www.highertalentinc.com/>