



Prairie Creek Conservation Cemetery

Conservation Burial Inc. (CBI)
Prairie Creek Conservation Cemetery (PCCC)
Executive Director Position

POSITION SUMMARY

The CBI Executive Director has the primary responsibility for operations and management of Prairie Creek Conservation Cemetery, a non-profit cemetery with a staff of 3-4 persons and an active Board of Directors. The Executive Director reports to and works with the Board of Directors and has strategic and operational responsibility for CBI's staff, programs, business operations, and execution of its long-term mission "to provide a natural burial choice that conserves land and reunites people with the Earth." The Executive Director develops and maintains thorough institutional knowledge of core programs, operations, and business plans.

EXECUTIVE DIRECTOR RESPONSIBILITIES

Continuously and Regularly

1. Communicate regularly with the Board of Directors and Board committees, attend monthly Board meetings, and attend Board committee meetings as needed.
2. Manage staff and volunteers and provide organizational support for staff to complete daily cemetery and land management operations.
3. Monitor current PCCC databases of service activities data and cemetery burial data.
4. Monitor office resources and digital resources and assets including the cemetery burial database.
5. Review income and expenses and transfer funds into appropriate accounts as required by Board policies.
6. Communicate regularly and work with our non-profit partner Alachua Conservation Trust (ACT) respecting shared activities including finances, land management, and long-term planning.

Continuously as Needed

7. Develop and maintain appropriate procedures for grave digging, burials, cemetery tours, and land management. Maintain written Operations Manuals for all staff positions and operational activities for training and ongoing operations purposes.
8. Maintain and update the Land Management Plan in coordination with ACT as needed for adjustments in timelines or changes in directives.
9. Actively engage and communicate with PCCC's volunteers, board members, event committees, and partnering organizations.

Periodically as Needed

10. Hire, train, and retain staff.
11. Monitor and update as needed the ACT/CBI Agreement including its cost sharing component.
12. Maintain and update policy language and details associated with the PCCC Endowment and Opportunity Funds and the comprehensive Policy Manual for CBI/PCCC.
13. Serve as spokesperson for the organization for media related interviews, articles, and programs.
14. Promote education and outreach activities.
 - a. Develop and participate in creative events, workshops, and programs that offer opportunities to further PCCC's mission and strategies.
 - b. Maintain PCCC's statewide and national presence and reputation as a leading model for conservation burial.

QUALIFICATIONS

Minimum Qualifications

- * Relevant experience with a non-profit organization.
- * Two years of experience managing and leading employees in a team-oriented environment.

Valued Qualifications

- * Experience with conservation, land management, or land resources.
- * Experience with organizational management including working with staff in office and physical settings, planning for and achieving short term and strategic objectives, and managing a budget.
- * Experience working with a Board of Directors.
- * Experience developing communication and relationship skills effective with a broad range of populations.
- * Experience with outdoor and physical work.
- * Experience in a cemetery or end of life care field or similar work requiring empathy.
- * Proficiency with Microsoft Office Suite, Google products, and social media platforms.
- * A bachelor's degree in an academic field.

REFERENCES

Please submit the names and contact numbers of three individuals we may contact. At least two of the references should be individuals who may attest to your work experience.

WORK HOURS AND REQUIREMENTS

1. Typical work weeks are five eight-hour days, with variations according to organizational needs. Flexible scheduling and occasional remote work are permitted. Some evening and weekend work is required.
2. This position requires the ability to work in an office as well as with staff and volunteers in the cemetery.
3. This position requires outside work and exposure to Florida's extremes of weather and nature.
4. Management, fundraising, and burials include inherent mental demands such as urgent deadlines, prioritizing competing deadlines, working with clients or employees who are facing challenging situations, and being involved in multiple projects.
5. Inclement weather occasionally presents challenges that require flexibility of plans.

COMPENSATION AND BENEFITS

- \$45,000-\$60,000 annually, negotiable based on experience
- Monthly \$350 healthcare benefit to assist with requirement for health insurance
- Ten days (80 hours) annual paid vacation leave
- Eight observed, paid holidays
- Up to eight days (64 hours) paid sick leave per year

It is the policy of CBI to provide an equal employment opportunity to all employees and applicants for employment regardless of race, color, sex, age, religion, disability/handicap, sexual orientation, marital status, gender identity, pregnancy or maternity status, veteran status, or national origin.