

# VALLEY OF THE MOON OBSERVATORY ASSOCIATION

## ROBERT FERGUSON OBSERVATORY

Sugarloaf Ridge State Park, Kenwood, CA

[www.rfo.org](http://www.rfo.org)



### VMOA Executive Director Position Description

**Status:** Contract, Part-time

**Reports to:** Board President

**Valley of the Moon Observatory Association (VMOA)** is seeking an Executive Director part-time (25%) to drive sustainable financial growth, improve volunteer culture, support and expand programs and manage the operation of the Robert Ferguson Observatory (RFO).

Working closely with the President, the VMOA Board and our volunteers, the Executive Director is responsible for:

**Funding development:** Planning and implementing VMOA's fundraising, including grant research and writing, corporate donor strategy and solicitation, subscription campaigns, and project and other fundraising campaigns.

**Volunteer recruitment and retention:** Engage with volunteers to improve volunteer retention and commitment. Engage with the community to recruit volunteers.

**Observatory program and operation management:** Keep the observatory operating smoothly, identify and track day-to-day operations and maintenance, coordinate volunteers to deliver operations, maintenance and programs for the observatory, manage expenditures and revenue generation according to the Board-approved budget.

The Valley of the Moon Observatory Association (VMOA) is a 501(c)(3) non-profit organization that was established to oversee the funding, construction, and continued operation of the Robert Ferguson Observatory (RFO). The Robert Ferguson Observatory is located in Sugarloaf Ridge State Park, Kenwood, California.

#### Our Mission

We are volunteer amateur and professional astronomers organized as a non-profit association to provide educational programs about science and astronomy for students, the public, and in support of educators. We do this by building and operating the Robert Ferguson Observatory.

#### Our Values

- We volunteer our time to fulfill VMOA/RFO's mission.
- We focus on our visitors.
- We focus on our volunteers.
- We inspire people to work together.
- We listen and are heard.
- We maintain the organization.
- We do everything with integrity.

# VMOA Executive Director Position Description

## General Responsibilities:

- Seek and obtain community financial support
- Improve the volunteer culture
- Support and develop programs
- Manage daily operation of the Robert Ferguson Observatory (RFO)
- Meet objectives and accomplish key results
- Recruit docents and board members to help accomplish objectives and meet expectations
- Model the highest standards of conduct and personal integrity, consistent with the VMOA and RFO Volunteer Handbook.

## Requirements:

- Embrace the mission of VMOA to bring astronomy and science education to our community
- Strong interpersonal, planning and time management skills
- Demonstrated track record of successful fundraising
- Self-motivated and goal driven to initiate tasks, meetings and presentations
- Organized and follows through on tasks and goals
- Able to motivate and inspire volunteers and community partners
- Able to foster effective collaboration, trust, and cooperation among volunteers, partners, and community and business organizations
- Embrace diversity and promote an open, supportive and productive environment
- An excellent communicator (oral and written, interpersonal and to groups) and presenter
- Spanish language proficiency is a plus
- Proficiency in Microsoft Office applications and database software
- Minimum of three years' experience in nonprofit fundraising, business development or a relevant role.

## Salary and Benefits

Competitive/commensurate with experience and other qualifications.

This is a part-time contract position with no benefits.

## To be considered an applicant

- Email resume and cover letter to: [georgel@rfo.org](mailto:georgel@rfo.org)
- Please put Executive Director in the subject line
- Attachments must be in .doc or .pdf format. Do not include your resume in the body of your email
- Resumes must be submitted with a cover letter
- No phone calls please

*VMOA is an equal opportunity employer and makes employment decisions on the basis of qualifications. VMOA policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*