



Job Title: Executive Director

Location: Remote

Organization: [Ecologists Without Borders](#)

Hours: Part-Time (15-20 hrs per week)

Term: Through December 31, 2026 (renewal possible, subject to funding)

Compensation: \$3,500-4,300 per month, commensurate with experience, no benefits

About Us

Ecologists Without Borders (EcoWB) is dedicated to environmental conservation and community-led sustainable development. We work globally to implement impactful projects that address ecological challenges, empower local communities, and promote long-term environmental resilience. Since our founding in 2011, EcoWB has built a strong foundation of programs and partnerships. At the same time, the organization remains in a growth and development phase, with a small core staff supported by a dedicated network of volunteers.

Position Summary

EcoWB is seeking an organized and proactive Executive Director to lead the organization's strategic vision, manage daily operations, oversee staff and volunteers, and ensure financial stability of the organization. This position represents an important step in EcoWB's organizational development: for the first time, the organization is creating a paid Executive Director role as it transitions from a largely board-led structure to an Executive Director-led model of management and operations.

This role is best suited for a leader who enjoys building and scaling—someone who can strengthen internal systems, grow and secure new revenue streams, and help transition EcoWB into a more financially sustainable and operationally mature organization.

The ideal candidate has experience in nonprofit leadership, extensive fundraising and development experience, strong communication and organizational skills, and a passion for conservation and community development in an international setting. This is a fully remote position, and minimal travel is anticipated as part of this position.

CORE RESPONSIBILITIES

Fundraising and Development

- Builds long-term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes, and sound fiscal management.



- With assistance from EcoWB's volunteer Fundraising Committee and part-time Fundraising Coordinator, manages all fundraising and development activities, including cultivation and stewardship of donors and identifying new resources. Actively seeks and maintains a diverse donor base of individuals, corporate sponsors, and foundations/trusts.
- Leads the organization's financial growth in order to support the sustainability of the organization.

Strategic Leadership

- Develops and implements strategies that align with the organization's mission and long-term goals, translating vision into actionable plans and measurable outcomes. Works closely with the Board of Directors to ensure the organization's actions, programs and initiatives fulfill its mission.
- Works with appropriate staff and committees to oversee and ensure coordination and strategic alignment between teams regarding public relations, communications activities, fundraising, and program activities.
- In coordination with EcoWB's part-time Program Manager, supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with EcoWB's overall strategic plan.
- Models leadership, optimism, and respect, addressing equity, diversity, and inclusion within the organization. Builds a positive organizational culture.

Operational Management

- Provides leadership and supervision for EcoWB's team, including 3 part-time staff members, contractors, and volunteers. Ensures that employment policies are adhered to in all employment practices, and partners with the Board to implement changes.
- Works with the Board to recruit, select, supervise, and evaluate staff and contractors as necessary to satisfy EcoWB's mission.
- Ensures that the organization has the appropriate systems and technology to operate efficiently and effectively.
- With support from EcoWB's bookkeeping firm and the Board Treasurer, oversees budgets, monitors financial performance, and ensures fiscal integrity. Oversees the development of annual budgets and other financial documents. Works with the Board to maintain the organization in a positive financial position.

Board Relations and Governance



- Serves as the primary liaison to the Board of Directors, providing timely and accurate information, supporting policy decisions, and ensuring effective governance. Helps the Board fulfill its oversight role.
- Serves as an *ex officio* member of the Board of Directors.
- Participates in the Executive Committee as needed.

QUALIFICATIONS

- Strong interest in and passion for EcoWB's mission and work.
- Demonstrated leadership in nonprofit organizations.
- Financial literacy and experience managing budgets.
- Extensive knowledge of fundraising strategies and principles. Demonstrated fundraising success.
- Experience in staff leadership, partnership development, and demonstrated ability to inspire and motivate.
- Demonstrated success in effectively leading change and organizational growth through strategic planning.
- Strong organizational skills, attention to detail, and willingness to learn.
- Strong oral and written communication skills.
- Professional proficiency in written and spoken English.
- Must be proficient in Microsoft Office (e.g., Outlook, Word, PowerPoint, Excel, Teams).
- Must be eligible to work as an employee in the United States without current or future sponsorship.

TO APPLY

Interested candidates should submit a resume to HR@ecowb.org and complete the required application form found [here](#). Incomplete applications will not be considered. Applications will be reviewed in the order received until an acceptable candidate is found, so applicants are encouraged to apply early. On the basis of the information submitted, promising applicants will be interviewed by members of EcoWB's review team. EcoWB anticipates filling the position by June 2026.