

April 2020

**EFFECTIVE IMMEDIATELY**  
**Job Posting For**  
**Executive Director**

The Big Thicket Association (BTA) is a 501(c)3 non-profit headquartered in Beaumont, Texas and offers programs that support conservation, preservation, and education in the Big Thicket region. The Executive Director manages these programs under the direction of a Board of Directors with the support of various program committees. BTA is a "Friends Group" to the Big Thicket National Preserve (National Park Service, Department of Interior) headquartered in Kountze, Texas.

The Executive Director is the key management leader of BTA. The Executive Director is a salaried position responsible for overseeing the administration, programs and daily operations of the organization. Other key duties include grant writing, fundraising, marketing, community outreach and volunteer coordination. The position reports directly to the Board of Directors.

**Professional Qualifications:**

- A bachelor's degree is preferred in Business Administration, Marketing, Finance, or a related field of Science with emphasis in management.
- Five or more years preferred with senior non-profit management experience.

Major programs are listed on our website: [www.bigthicket.org](http://www.bigthicket.org)

**Email resumes or inquiry to: [btajobs18@gmail.com](mailto:btajobs18@gmail.com)**