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

For Release  
October 12, 2023

The Florida Association of Mitigation Bankers (FAMB) is looking to hire a contractor to provide services as Executive Director as the association continues to grow. We are looking for someone who can provide guidance to help the Florida's environmental restoration community to flourish in an ever-changing regulatory climate. FAMB is passionate about restoration it implements and maintains, and the restoration's role in ensuring that development in Florida has high quality environmental offsets available to make Florida a great place to live and work.

The Executive Director will work closely with the FAMB Board, but will be expected to regularly engage FAMB members, government agency representatives, industry groups, environmental groups, and other important stakeholders. The Executive Director services will include multiple duties requiring a variety of skills, such as advocating for legislation, regulatory coordination, communication and marketing, and event planning. The Board expects that the right person will have a growth mindset and will learn from the various skills of the FAMB Board and members to achieve the organization's goals.

Attached to this letter is a scope of what we expect the services to entail, although the services may evolve based on industry dynamics and recommendations of the Executive Director.

#### **Job Duties**

- The Executive Director will be an independent contractor
- Compensation will be paid on a pro-rated basis monthly
- Average 40-60 hours per month expected
- Candidates who expect to be employed by another entity concurrently with this engagement should provide documentation of support from their current employer
- Knowledge of mitigation banking industry preferred
- Florida residency preferred
- Strong organizational skills and cross functional communication abilities
- Travel across Florida required

We are asking our members, colleagues, networks, and friends to distribute this advertisement to any interested person. Please send your cover letter and resume to Kae Hovater at [kae@ecocreditmarketing.com](mailto:kae@ecocreditmarketing.com).

Thank you,  
The FAMB Board of Directors

## **Job Description**

### **Administrative Support**

The Executive Director will manage FAMB's daily operations and provide administrative support to include the following:

- **Accounting Services:**
  - Draft letter for inclusion with annual dues invoice for President's review
  - Manage annual membership drive
  - Prepare and mail invoices for unpaid programming registrants
  - Assist FAMB Treasurer in the development of an annual budget
  - Review and recommend payment of direct expenditures under the approved budget
  
- **Database**
  - Maintain membership information
  - Reconcile membership information to accounting records
  
- **General**
  - Serve as Executive Director and corporate registered agent for FAMB
  - Maintain a mailing and physical address for FAMB
  - Facilitate membership communications, including quarterly newsletters, and event announcements
  - Update and manage the FAMB website and other social media platforms
  - Respond to routine telephone calls, electronic, and mail inquiries
  
- **Board Support**
  - Assist President in the preparation of all Board meeting agendas and distribute agenda for all Board meetings
  - Assists President in the administration of all Board and committee meetings

### **Outreach and Membership Development**

The success of FAMB is dependent on an innovative strategy to attract new members and provide value to existing members.

- **General**
  - Develop and implement marketing strategies designed to increase membership
  - Lead membership retention through advocacy and information sharing
  - Develop and maintain relationships with key industry stakeholders
  - Increase awareness of the association's mission and goals by acting as the primary spokesperson and liaison at conferences, meetings, and other key events

### **Annual Workshop, Webinars, and Networking Events**

The Executive Director will organize and promote the FAMB annual mitigation banking workshop, webinars, and other functions to include the following:

- **Planning**
  - Lead FAMB's annual workshop committee to secure hotel venue and plan room needs, A/V needs, and food service
  - Secure sponsorships for the FAMB annual workshop and other functions
  - Coordinate workshop speakers, topics, and content
  - Lead and coordinate an annual spring regulatory webinar
  
- **Implementation**
  - Staff FAMB workshop registration desk
  - Process all incoming registrations
  - Maintain database of all registrants
  - Print name badges and provide name badge holders
  - Provide on-site management and administration throughout the duration of the event
  - Reconcile database registrations to cash receipts
  - Invoice unpaid registrants after FAMB mitigation banking workshop and other functions

### **Regulatory and Legislative Support**

- Assist the Board in the oversight of legislative and regulatory activities
- Work with FAMB's lobbyist, Legislative Committee Chair, and Regulatory Committee Chair on key issues
- Develop and maintain relationships with key regulatory staff