



2022 Executive Director Search Application Submission Guide

Introduction

Sturgeon City of Jacksonville, Inc. is a tax exempt 501c3 nonprofit in Jacksonville, NC that develops and delivers high quality environmental education/STEM programming, promotes stewardship of the Onslow New River and surrounding coastal wetlands, and manages the operation of a multi-faceted 360-seat indoor facility. This work is performed with a small professional staff, numerous volunteers of all skill levels and much community support. Our organization is especially proud of its twenty-one years of sustainable services to the Jacksonville/Onslow community.

Sturgeon City (SC) is seeking an Executive Director who can provide staff support and serve as liaison for the Board of Directors, establish/grow sustainable funding resources and utilize strategic planning to navigate the future development and growth of the organization. The organization is seeking an experienced individual who will help SC fulfill its goal to become the model for inspiring youth leadership, civic involvement, habitat restoration, environmental education and stewardship of the New River and coastal wetlands.

Application Process

All prospective applicants are encouraged to review the following documents and resources, available on the Sturgeon City website, www.sturgeoncitiy.org, prior to completing the application process:

- I. 2022 Executive Director Search Application Submission Guide**
- II. Advertisement for Executive Director**
- III. Executive Director Job Classifications and Descriptions (March 2022)**
- IV. Executive Director Profile: Required and Desirable Qualifications**
- V. Sturgeon City of Jacksonville, Inc. Equal Employment Opportunity Commission Information**
- VI. 2020-2021 Annual Report**
- VII. 2021 Audited Financial Statements**
- VIII. 2022-2024 Strategic Plan**

Executive Director

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To make general inquiries about Sturgeon City of Jacksonville, Inc. or for clarification regarding application materials, contact Don Herring at (910) 389-6567 or via email: herringdon58@gmail.com.

Those who apply for the position of Executive Director for Sturgeon City of Jacksonville, Inc. must submit the following:

1. **A letter of application**, not to exceed five pages, that clearly addresses the five (5) Required Qualifications outlined in the Sturgeon City Executive Director Profile: Required and Desirable Qualifications. Refer to Document IV of 2022 Executive Search found on the organization's website.
2. An up-to-date and complete **resume**, including the applicant's education and work experience, home address, email address, and telephone number (home and/or mobile).
3. A **reference list** that includes telephone numbers, addresses and email addresses for at least five references.

Applications will be accepted until the position is filled; however, applications which are postmarked (via US mail) prior to **5:00 pm on June 15, 2022** will receive full consideration. Review and screening of completed applications will begin immediately the next business day. **NOTICE:** Applications received after **June 15, 2022** are not guaranteed a review by the Search Committee.

Submissions should be clear and easy to read. Application materials should be unfolded and unbound and on standard 8 ½ x 11 paper (except for the optional, Equal Employment Opportunity Commission Information sheet). Submissions must be easily reproducible in standard copy machines. The application material listed above should be mailed to:

Sturgeon City of Jacksonville, Inc.
Executive Director Search Committee
PO Box 1056
Jacksonville, NC 28541

Applications may not be transmitted via email or fax or hand-delivered.

Confidentiality is ensured until all candidates are selected for interview and onsite visits. Employer or supervisor references will be conducted after onsite interviews as part of final selection process of applicant.

Residential Commute Requirement

The selected applicant for this position will be expected to relocate to Onslow County or within a 45- minute commute to Jacksonville, N.C. during the first six months of employment.

Sturgeon City of Jacksonville, Inc. is an equal opportunity employer.