



INTERNATIONAL DARK-SKY ASSOCIATION
TEXAS CHAPTER

IDA Texas Seeking Consultant(s)

About IDA Texas:

IDA Texas, a Chapter of the International Dark-Sky Association, is a Texas nonprofit corporation. It advocates for the protection of the nighttime environment and dark night skies in diverse communities and regions across the state. It does so through education about and the promotion of environmentally responsible outdoor lighting that is useful, targeted, controlled, no brighter than necessary, and which uses an appropriate color for the application.

Volunteers statewide are supported with International Dark-Sky Association resources and tools to carry out the goals of the organization. The needs of communities in Texas for support from IDA Texas in addition to support from the International Dark-Sky Association has grown significantly in the past few years. In response, the Board is seeking to expand the Chapter and add an Advisory Council whose purpose is to support IDA Texas by raising funds to hire a small staff. The Board intends to hire a consultant or consultants to assist in this transition, the formation of the Advisory Council, and recruiting of an Executive Director.

Position Summary

The Consultant or Consultants IDA Texas hires will report to and work with the IDA Texas Board of Directors.

The Consultant will:

- Create, with input from the Board, a detailed plan and engaging way to sell the vision of IDA Texas, what we hope to do within Texas, and WHY we do what we do by the end of first quarter 2023.
- Establish a schedule for the actions needed to prepare for and recruit appropriate Advisory Council members by the end of first quarter 2023. There is flexibility in scheduling if the organizational needs are adequately addressed.
- Define the traits needed and expectations for Advisory Council members by the end of first quarter 2023. These expectations are in addition to the need for members of the Advisory Council to secure sources of donations for the organization.

- Create an on-boarding package for Advisory Council members by the end second quarter 2023.
- Lead the recruitment of at least 7 Advisory Council members or enough to collectively secure at least \$100,000 by the end of second quarter 2023.
- Create the position description for the Executive Director, identify candidates for the position, and participate in interviewing candidates by the end of third quarter 2023.
- Continue to lead the recruitment of Advisory Council members to fill a total of sixteen to eighteen positions or enough to secure annual pledges totaling at least \$300,000 by the end of fourth quarter 2023.

Essential Responsibilities

- Work closely with the IDA Texas Board to ensure goals and projects of the Texas Chapter are reflected in the materials created to recruit Advisory Council members and eventually an Executive Director.
- Become familiar with issues in light pollution, lighting design, and dark-sky fields.
- Advise the Board as we work together through this transition to the expanded organization.
- Promote IDA Texas to appropriate audiences to recruit Advisory Council members.
- Lead the establishment of a process to on-board and to refresh the membership of the Advisory Council as necessary.

Requirements

- Passion for conservation with interest in protecting the night sky.
- Ability to collaborate with executive level leaders.
- Demonstrated experience in related fields essential to accomplish the responsibilities.
- Strong analytical, strategic, and problem-solving skills with the ability to make sound decisions.
- Highly motivated with the ability to work as a self-starter and effectively work both independently and as part of a team.
- Well-organized with the ability to multi-task, prioritize efficiently, and able to juggle multiple demands.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to work respectfully with a diversity of communities and constituencies.
- Proficient with general office and computer skills (including Gmail, Word, Excel, & PowerPoint).
- Demonstrated experience in community engagement and outreach.

How to Apply

Please send as an email attachment in ONE document: cover letter, CV, a writing sample, two professional reference's contact information, your hourly rate or other fee schedule, and your estimate of the number of hours this job will take to datexas@darksky.org with the subject line 'IDA Texas Consultant_Last Name, First Name'. Only electronic submissions will be considered. Only .doc, .docx, and .pdf formats are accepted.

Within the application, please provide a summary of your previous experience related to the job requirements. Please note that the IDA Texas Board of Directors work remotely, so all communications will be through Zoom, and email.