



Resilient Neighborhoods Executive Director

www.resilientneighborhoods.org

Position open until filled.

Revised 7/5/19

Overview:

We live at a turning point in our planet's history. What we do about climate change in the next 12 years can make the critical difference. Resilient Neighborhoods (RN) is looking for an Executive Director to carry out our mission and grow the organization to help make that difference. RN's mission is to empower San Francisco Bay Area residents to reduce their carbon footprints, while building community resilience to wildfires, floods and other climate-related disasters. Over 1,300 residents have reduced 7 million pounds of CO₂ pollution through our award-winning program.

Enjoy purposeful and important work that transforms people's lives and builds the movement to take climate action. The Executive Director will work with the Steering Committee, Associate Director for Programs (RN's founder), the Outreach Associate, and our great team of volunteers. Together with hundreds of thousands of people around the world, we are working locally to reverse climate change.

Position Summary:

The Executive Director (ED) will lead Resilient Neighborhoods in support of its mission. The ED reports to the Steering Committee and manages the organization including development, human resources, strategic planning, finance, program, and communications. The ED represents the organization to government agencies, elected officials, community groups, and the public, and RN's fiscal sponsor, Sustainable Marin.

We Are Looking For:

Leadership, Management, Finance and Human Resources

- *Relationship Builder* to form partnerships with stakeholders and funders and whose leadership will inspire, and motivate Steering Committee members, staff, and volunteers.
- *Collaborator* who works with the Steering Committee and the Associate Director for Programs to complete a strategic plan and transition the organization to a new future.
- *Trusted Manager* who will engage in effective management practices in keeping with legal requirements and employment laws.
- *Experienced Executive Director* who can develop and manage budgets and provide financial reports and tax information to the fiscal sponsor, as needed.

Fund Development

- *Practiced Development Professional* who can help create a comprehensive development plan setting annual goals and then achieve these goals by Identifying, cultivating, soliciting and stewarding gifts from individual donors, foundations, agencies, corporate sponsors and other funding sources.
- *Innovator* who will work with the Steering Committee and volunteers to develop new sources of revenue to create long-term sustainability.
- *Competent Grants Manager* who tracks development relationships, activities and deadlines, manages government contracts, and writes timely progress reports to funders.

Community Relations and Marketing

- *Experienced Writer and Communicator* who can develop and implement marketing and communications plan to effectively promote RN, its programs and activities.
- *Spokesperson* who can represent the organization and its values, and cultivate relationships with volunteers, donors, mission-compatible organizations, the media and others.

Qualifications:

- Bachelor's or advanced degree.
- Knowledge of Marin County and the Bay Area.
- Familiarity with sustainability and climate change
- Minimum of 3 years nonprofit management experience.
- Demonstrated ability to raise funds to support a \$230,000 budget, including writing successful proposals to foundations and government agencies.
- Solid, hands-on budget management skills, including budget preparation, decision making and reporting.
- Strong organizational abilities including planning, delegating and task facilitation and collaboration.
- Ability to work collaboratively with the staff, founder, volunteers and Steering Committee to develop and grow the organization in line with its mission.
- Ability to convey organization's strategic goals to staff, Steering Committee, volunteers, donors and the public.
- Strong written and oral communication skills.
- Ability to work some nights and weekends.
- Access to a vehicle and a current CA driver's license needed to attend meetings and other functions in Marin and the Bay Area.
- Experience in SQL database is a plus.
- Proficient in MS Office/Apple applications.

Employment Details:

Job type: 3/4 time (30 hours), salaried.

Workplace: Some remote work is possible.

Benefits: Vacation and paid sick days. Funds available toward health insurance.

Compensation: Salary for position is \$56,000 - \$67,500 commensurate with experience.

How to Apply:

Send resume and one-page cover letter to: ResilientNeighborhoods.jobs@gmail.com. Please put in subject line: **Executive Director** (First Name Last Name). Position open until filled. No calls, please.

Resilient Neighborhoods is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law. Resilient Neighborhoods reserves the rights to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise.