



## **Associate Director**

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

***Applications accepted until May 31.  
The new Associate Director will start by mid-July.***

### **Overview:**

Climate change is accelerating around the world and here in Marin County, California. Resilient Neighborhoods is an award-winning organization that has launched a 2030 Climate Challenge to Marin residents to reduce 20 million annual pounds of greenhouse gas emissions by the end of 2030.

Started in 2011, Resilient Neighborhood's (RN) offers comprehensive Climate Action Workshops that motivate and inspire participants to reduce their household CO<sub>2</sub> emissions now and plan to take more high-impact actions before 2030. To date, almost 2,000 residents have reduced 11.5 million pounds of CO<sub>2</sub> pollution. Our workshops also build community and help people be prepared and resilient in the face of climate-linked disasters.

We are looking for an Associate Director to work with the Executive Director, Board, staff, and our great team of volunteers to achieve the 2030 Climate Challenge and create a model for other counties. Enjoy purposeful and important work that transforms people's lives. Taking climate action builds hope for a positive future. Join us.

### **Position Summary:**

The Associate Director (AD) is responsible for managing the organization's functions of finance, HR, and strategic plan development and implementation. The AD will lead the 2030 Climate Challenge. The AD will supervise 3 part-time staff who work on development, program outreach, communications, operations, and special projects.

### **We Are Looking For:**

The Associate Director will have overall responsibility for RN's operations and implementing the strategic plan and the 2030 Climate Challenge. The creation of this position will allow the Executive Director to focus more effectively on the existing workshop program and creating new versions, external connections, and strategic responsibilities.

The ideal candidate will be experienced in operations management, staff supervision, tracking and implementing projects, and be engaged with our mission. This exempt, full-time position is an exciting opportunity to help lead an organization central to Marin County's greenhouse gas emission reduction and create ways for the community to adapt to the changing world we live in.

## Responsibilities:

- Maintain an efficient, adequately staffed, and well-managed organization.
- Manage, mentor, and evaluate 3 part-time staff including the development director, outreach and communications associate, and program and projects associate.
- Implement current Strategic Plan objectives and update the strategic plan for future years.
- Work in partnership with development director and executive director to raise funds to meet organization's goals. Manage grants under \$25,000.
- Lead major efforts like the 2030 Climate Challenge initiative.
- Conduct the HR, finance, and information components of operations.
- Prepare and present timely analysis and reports on organization performance to Executive Director.
- Partner closely with ED, collaborating on major organizational decisions.
- Increase public awareness of RN by creating and implementing a Communications Plan.
- Maintain updated website and functioning database.

## Qualifications:

- Bachelor's degree.
- Knowledge of Marin County and the Bay Area.
- Familiarity with sustainability and climate change
- Minimum of 2 years nonprofit or profit management experience.
- Demonstrated ability to help raise funds
- 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 ED, staff, volunteers, and Board to develop and meet organization's goals in line with its mission.
- Strong written and oral communication skills.
- Experience working with and knowledge of database applications, is helpful.
- Proficient in MS Office/Apple applications and Google Drive.
- Must be able to attend in-person local meetings and other functions including working several hours on an evening or at a weekend event.
- Access to a vehicle and a current CA driver's license needed to attend meetings and other functions in Marin and the Bay Area.

## Employment Details:

**Job type:** Full time (40 hours week), salaried position.

**Workplace:** Work is mostly remote but should live in or near Marin County to be able to engage with the local community and be present at some in-person meetings and events.

**Benefits:** Vacation and paid sick days. The feeling of making a big difference in our community

**Compensation:** Salary position is \$75- \$85,000 commensurate with experience.

## How to Apply:

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

Resilient Neighborhoods is an equal opportunity employer. Black, Indigenous, and People of Color (BIPOC), women, and members of the LGBTQIA+ communities are encouraged to apply. 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. Thank you for your interest and we look forward to meeting you!