

Women's Voices for the Earth
www.womenandenvironment.org

Executive Director
Missoula, Montana
Job Description
June 2008

Women's Voices for the Earth (WVE) is a growing, progressive national organization that engages women to advocate for the right to live in a healthy environment

WVE seeks a dynamic leader to work with our high-energy, committed staff and board, as Executive Director to continue our progress in expanding WVE's capabilities and building our national influence at the nexus of the environmental health, women's movement, and reproductive justice fields.

The Executive Director is a full-time exempt position, currently based in Missoula, Montana, with oversight responsibility for the organization. The position reports to the Board of Directors and directly reports to the President of the Board. Our ideal candidate is a skilled, energetic visionary with significant fundraising, program, communications, and management experience who can take on the multiple tasks required to lead a small non-profit organization that is expanding its national impact.

Responsibilities

Planning and Management

- Work collaboratively with board and staff to strategically advance WVE's mission through creative, entrepreneurial programs, campaign development, and organizational partnerships.
- Set organizational priorities and manage staff and budgets to achieve them.
- Help expand and enhance the board's ability to support organizational growth and development through recruitment of new board members, staffing of board committees, etc.
- Collaborate effectively with organizational partners; develop professional relationships with members of the media, policy makers, stakeholders and others who can help advance WVE's mission.
- Maintain frequent communication with the Board of Directors on the progress and goals set for programs, financial health, organizational development, and important decision points.

Human Resources

- Provide oversight and resources to support staff achievement of programmatic and organizational goals within a designated time frame.
- Ensure that WVE employees work with supervisors to evaluate probationary and annual performance and establish annual goals.
- Work with director of finance and administration to ensure that WVE's personnel policies, practices, and benefits are legal, progressive, and contribute to an inclusive, productive work environment.
- Model mutual support, excellent communication and joint problem-solving skills.

Program and Communications

- Oversee program planning, including projects, policy development, policy analysis, advocacy and campaigns.
- Create synergies among programs and with other organizations undertaking related work.
- Work with communications director and other staff/board to lead coordination and focus of WVE's message and image in outreach materials, including letters to membership, brochures, reports, website, outreach materials for target audiences, and other written and visual materials.
- Expand WVE's public and policy presence as spokesperson to the organization's internal and external constituencies, including the media, decision makers, conferences, foundation representatives and others.

Fundraising

- Work with staff and consultants to develop annual and multi-year fundraising plans and assign fundraising goals, deadlines, and responsibility for grant proposals and reports, major donor outreach, and other related efforts.
- Lead efforts to seek new and more diverse sources of funding, from both individuals and foundations, and increase the proportion of funding from individuals.
- Work closely with, and provide oversight and support to, the communications/membership director to expand individual giving and major donor plans.
- Work with director of finance and board members to research specific steps to provide more stable, long-term funding through a reserve fund, endowment or other mechanisms.

Financial Oversight

- Work with director of finance to ensure the accurate, efficient, and timely management of WVE's financial systems and reporting of WVE's financial indicators.
- Work with director of finance and board to regularly assess WVE's short and long term financial health.

Skills and Traits Desired

- At least five years of senior management and program experience, including creation and implementation of programs, research, and/or campaigns.
- Substantive background in at least one of the following areas:
 - women's environmental health
 - women's rights
 - environmental health
 - environmental justice
- Excellent leadership, management, and supervision skills to inspire and motivate a talented team.
- Financial and budget management experience.
- Fundraising experience including grant writing, major donor solicitation, membership development, events, and other development activities.
- Proven experience working with diverse constituencies and partnering across race, ethnicity, and class.
- Experience and willingness to integrate diversity and inclusion throughout all facets of the organization.
- Excellent writing and public speaking ability and experience.
- State and/or federal policy experience preferred.
- Strong desire to be part of a growing organization
- Sense of humor, humility, and interest in creating a high-functioning, inclusive, spirited, progressive workplace.
- Ability to travel, periodically, on organizational business.

Salary and Benefits:

Salary range is \$50,000-\$55,000, depending on experience; Benefits include health insurance, retirement plan matching contribution, and a generous leave policy.

Application Process:

Please send a letter of application, resume and five references by email to edsearch@womenandenvironment.org. Applications will be accepted through July 15. No phone calls please.

Women's Voices for the Earth is an Equal Opportunity Employer. Applications from women and people of color are strongly encouraged.