

PlantAmnesty Executive Director

PlantAmnesty's Executive Director is responsible for all aspects of the organization including: fundraising, grant writing, programming, operations, staff management, community relations, communications and strategic direction. The Executive Director works collaboratively with the Board of Directors to develop and implement the strategic direction of the organization. The ED works closely with staff, board members and committees to align the vision, mission and values with PlantAmnesty's visual presentation and messaging. Reports to the President of the Board.

Leadership/Operational Management

- Manages paid staff, volunteers and consultants.
- Provides mentoring, professional development, and staff performance evaluations.
- Works in partnership with groups and individuals including: members, volunteers, supporters, community leadership and others.
- Sets priorities and goals, ensures work is completed satisfactorily and on time.
- Establishes office and HR policies and procedures.
- Identifies volunteer opportunities and recognizes volunteers.

Community Relations and Outreach

- Cultivates and maintains relationships with partner organizations, government and other agencies to support PlantAmnesty's mission.
- Fosters a culture of inclusivity by engaging diverse individuals, cultures, and community partners.
- Works with staff/volunteers responsible for the planning and delivery of events and classes.
- Oversees PlantAmnesty web, social media and written communications with membership, the general public, donors, community leadership and others.
- Write articles for and edits quarterly newsletter.
- Serves as the chief spokesperson for PlantAmnesty and effectively communicates the vision and mission.
- Writes annual report.

Fiscal Management

- Oversees the organization's finances and financial health. Works with the Board to prepare the annual budget.
- Manages the planning, development and delivery of PlantAmnesty fundraising events, and supports the Board's work to plan and execute the Annual Fund.
- Provides leadership and accountability for achieving annual fundraising goals.
- Identifies grant opportunities, prepares grants, and supports grant management, grant evaluation and grant documentation.

Member Relations

- Works with the Board committees to develop programs and events that appeal to current members.
- Understands and communicates members' needs to Board.
- Identifies potential members, and helps develop communications to attract new constituents.
- Oversees efforts to retain and increase the number of members, identifies issues important to members and works to implement changes supporting members.

Other

- Performs additional duties as requested by the Board.

Ideal Competencies

- Demonstrated ability to foster open communication, collaboration and trust.
- Ability to balance vision with performance; ability to chart future direction while developing and implementing operational plans.
- Strong knowledge of good governance practices, operations management, strategic planning, and human resources practices.

- Executive leadership or equivalent experience directing and mentoring staff.
- Ability to manage conflict with diplomacy.
- Demonstrated ability to lead and facilitate system change initiatives.
- Demonstrated experience in budget development and management.
- Proven track record of grant writing and fundraising with individual donors, businesses, government entities, and foundations.
- Ability to quickly assess needs and determine action.
- Strong history of developing and implementing programs for participants from underrepresented communities and diverse racial, cultural, and economic backgrounds.
- Knowledge of and demonstrated passion for pruning, gardening, urban forests, and/or green spaces.
- Cognizant of and adept with legislative and political processes.
- Computer literate.

Benefits

- Salary: \$30K annually
- Average 20 - 25 hour work week. Flexible schedule; includes evening and weekend meetings.
- 1 week paid vacation after 1 year.

How to Apply

Apply by submitting a resume and cover letter describing your qualifications and interest. First consideration will be given to applications received by Wednesday, September 20, 2017. Email all materials to info@plantamnesty.org with the subject "Executive Director Application." No phone calls please.

www.plantamnesty.org

PlantAmnesty is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.