

Executive Director

Center for Health, Environment & Justice

The Center for Health, Environment & Justice is seeking a dynamic progressive community leader to serve as the Executive Director and to provide vision, leadership, and support to the organization's innovative and growing programs. The Center for Health, Environment & Justice (CHEJ), located just outside of Washington, D.C. is celebrating 34 years of empowering groups across the nation to prevent harm in their communities from the health risks posed by contamination of their soil, air, water or food. CHEJ accomplishes its mission by providing organizing, leadership training, technical and research assistance, supporting nationwide issue-focused campaigns, and building a movement from the bottom up. CHEJ was founded in 1981 by Lois Marie Gibbs, who was the community leader at Love Canal, New York. As CHEJ moves towards the next decade, it is looking for a uniquely qualified individual to lead it during this important and exciting time in its development.

CHEJ current primary programs:

Leadership Training Academy (school without walls), technical and scientific assistance, and small grants program are all intentionally focused on growing the field and base of community power to support change locally. Building the base adds voices and power to collaborative efforts with state, regional and national organizations around issues such as climate change, marketplace shifts and chemical policy initiatives.

This Executive Director position requires a person with strong leadership skills and experience in managing a dynamic and growing non-profit organization. This includes fundraising, community relations, budgeting, messaging, program development, and staff and volunteer management. CHEJ programs are led by the Executive Director who works as team leader with the various programs' senior staff. All programs are integrated with one another through bi-weekly meetings providing a cohesive, supportive organization. The preferred candidate is a public leader, works well under pressure, maintains a long-range vision, responds creatively to challenges and meets deadlines. The Executive Director reports to the Board of Directors.

Responsibilities:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization;
- In addition to the Chair of the Board, act as a spokesperson for the organization; and
- Represent the organization at activities to enhance the organization's community profile.

Development and Fundraising - Grants and Donor Related Activities

- Work with the Board to secure adequate funding for the operation of the organization;
- Contribute to grant-funding endeavors including: research funding sources; oversee the development of fund raising plans; and work with development staff to write grant funding proposals and reports; and
- Participate in individual donor fundraising activities as appropriate.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure that the operation of the organization meets the expectations of its members, Board and funders;
- Oversee the efficient and effective day-to-day operation of the organization;
- Draft policies for approval by the Board and prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate; and
- Provide support to the Board by preparing meeting agendas and supporting materials for Board meetings.

Program planning and management

- Oversee the planning, implementation, execution and evaluation of the organization's programs and services;
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board;
- Monitor the day-to-day delivery of CHEJ's programs and services to maintain or improve quality; and
- Oversee the planning, implementation, execution and evaluation of special projects.

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery. Responsible for hiring, setting salaries and terminating employees;
- Oversee the implementation of human resources policies set by the Board of Directors, procedures and practices including the development of job descriptions for all staff members; and
- Directly supervise six staff positions. Inspire, direct and lead the team of program staff to move programs forward in a coordinated and programmatically inclusive manner.

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget;
- Ensure that sound bookkeeping and accounting procedures are followed;

- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization; and
- Ensure that the organization complies with all regulations covering taxation and withholding payments.

Community organizing/advocacy

- Communicate with stakeholders to keep them informed of CHEJ's work and to identify changes in the communities served by the organization;
- Work with staff to enhance the ability of constituencies to become better advocates; and
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve CHEJ's goals..

Qualifications

The Executive Director must be committed to CHEJ's mission and have a broader vision of building a powerful movement for social change. All candidates should have proven leadership, mentoring, relationship management, coalition-building, and fundraising experience. This includes past leadership of a non-profit organization, with ability to point to examples of having taken an organization to the next stage of growth.

The ideal candidate will demonstrate experience and qualifications that include:

- Excellence in organizational management, including the ability to coach staff; manage and develop teams; set and achieve strategic objectives; and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing and new board member relationships.
- Strong public relations, and the ability to engage a range of core stakeholders and cultures.
- Fundraising experience with grant seeking and individual donors relations Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, adaptable, and creative approach to planning.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Knowledge of fields of community organizing and health and environmental work preferred.
- Ability to speak Spanish is a valuable asset.
- Ability to travel a must.

Position open until filled.

CHEJ values diversity and encourages applications from women and people of color.

The Center for Health, Environment & Justice is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Salary commensurate with experience.

To apply or have questions, please contact Cheri Whiteman by e-mail at:
cheriwhiteman@democracypartners.com.