

Position: Executive Director

Reports to: Board of Directors

Employment Type: Full-time

Location: Corvallis, Oregon

Start date: November or December 2017

Application deadline: Open until filled; first review by October 20, 2017

Position Summary

The CEC seeks a skilled professional to lead the nonprofit organization under the direction of the Board of Directors (BOD). The Executive Director (E.D.) will implement the CEC mission, while managing the organization with the support of our staff. The E.D. will be responsible for daily operations, finances, fundraising strategies, programs, personnel, and donor cultivation. The E.D. will oversee 10-20 staff including: Program Managers, Program Directors, Operations, Development, and Communications/Outreach. This is an incredible opportunity for someone who is passionate about providing quality sustainability-based programs for our Corvallis community.

About the Corvallis Environmental Center

The Corvallis Environmental Center (CEC) envisions a community in which People Learn, People Care, People Act. In pursuit of this vision, our mission is to educate, engage, and inspire people to create a healthy, sustainable community. We do this through local & healthy food initiatives, nature-based education, and energy conservation programs. The CEC was founded in 1994 as a grassroots effort to take action on environmental issues, and today reaches over 15,000 people in Benton County through its programs and services.

Responsibilities

- Hire, supervise, and evaluate managers of CEC programs: Avery House Nature Center, Edible Corvallis, and Energize Corvallis
- Hire, supervise, and evaluate staff within CEC operations, development, and communications
- Develop and strengthen CEC programming in alignment with and in support of the CEC vision, mission and 2017-2020 strategic plan
- Grow the organization's capacity to raise an annual operating budget of \$600k plus through the development and execution of annual and long-term fundraising plans
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Report on all individual and business fundraising
- Represent the CEC at community, regional, and national events
- Provide leadership to the CEC Board of Directors' fundraising and outreach efforts

- Collaborate with the Board of Directors on implementation of CEC policies and procedures
- Work with Board committees, as needed
- Attend monthly Board meetings and annual retreat
- Meet regularly with Program Managers and Program Directors
- Provides mentoring, professional development, and performance management of staff
- Ability to work well in the dynamic environment of a small non-profit and to communicate effectively

Qualifications and Skills

- 5+ years' experience leading a business or nonprofit involved in education, community/civic engagement, sustainability, environment, or other similar focus.
- A passion for community-building with proven success at fostering partnerships and collaborating with diverse stakeholders
- Experience creating and managing a budget with an ability to implement functional financial management
- Proven ability to manage a successful fundraising program and achieve significant annual fundraising goals
- Proven success in building a sustained base of individual donors
- Experience with planned giving and major gifts campaigns
- Outstanding relationship building skills and ability to connect with people
- Experience with donor database systems
- Strong written and oral communication skills
- Excellent organizational and time management skills; ability to prioritize projects and meet deadlines
- Excellent leadership and supervisory skills
- Flexibility and adaptability, ability to connect with people from various backgrounds and with various interests
- Ability to work independently and collaboratively
- Stress management and composure
- Understanding of and appreciation for the CEC mission

Compensation

- Salary is \$53,000-\$60,000, depending on experience.
- Benefits include flexible schedule and work environment, benefits stipend, and generous leave policy.
- The Executive Director is an at-will employee, exempt from overtime. Occasional work on evenings and weekends is expected.

To Apply

Please submit a resume, cover letter and the contact information of three professional references to Chas Jones at chas@corvallisenvironmentalcenter.org

Additionally, if you have questions about the position, please contact Chas at the above email address.