



Sustainable Tallahassee Seeks Executive Director (Part-Time Position)

About Us

Sustainable Tallahassee is an award-winning local, volunteer based organization that promotes environmental stewardship and economic vitality in our community through education and collaboration.

We are a catalyst for individual, group, and community-wide actions that save water, energy, and money, and optimize the sustainable use of resources to ensure a place that will still be special for our children and grandchildren.

Sustainable Tallahassee (ST) has a number of active committees and successful initiatives, such as the Community Carbon Fund, ECO Teams, Capital Area Sustainability Council, Green Drinks and more. Much of our success is due to the passionate involvement of our committees, members and Board of Directors. A sampling of our activities appears below and on [our website](#):

Community Carbon Fund – Our community Carbon Fund is one of our most successful initiatives. The Community Carbon Fund implements energy efficiency and carbon sequestration projects with grants and education. The funds are used solely in our own community, making our Carbon Fund unique, and by keeping funds local, we also contribute to job creation and economic benefit. We leverage both public and private community resources to implement projects that lower energy use and reduce Greenhouse Gas (GHG) emissions in the Tallahassee area.

Committees – ST is comprised of several committees that each have a focus area and conduct activities and initiatives to advance the organizations objectives. ST's 14 committees cover topics such as renewable energy, recycling, alternative transportation, water resources, green business and more. The Renewable Energy Committee for example has been working with the City and County for several years to advocate for and advance the development of solar power generating capacity. Due in large part to the committee's efforts, the city is in the process of developing a 20 megawatt solar farm.

Green Events – ST works with local organizations to "green" events around the city. The Executive Director, Board members and a committee work with event planners and hosts to

minimize the environmental impact of events. This includes working with vendors to discourage Styrofoam and plastic containers; water filling stations for reusable bottles; ensuring recycling receptacles are available; giving away reusable bags; and more.

Trash Dash – Health and wellness is a key component to building a sustainable community. ST hosts an annual 5k run, the “Trash Dash” to raise awareness of ST’s mission to make a better, cleaner and greener community for generations to come.

Capital Area Sustainability Council – The CASC was started by ST several years ago and provides a forum for influential stakeholders such as local organizations, municipal leaders, government officials, university leaders and others to exchange ideas, collaborate on sustainability initiatives, best practices and develop collaborative approaches to common challenges.

ECO Teams – ST coordinates citizen study / action groups with the goal to reduce energy, water use, waste, improve public transportation and more.

Green Drinks – ST organizes a monthly speaker series as a forum for sharing interesting ideas on how to enhance sustainability in our community and providing an excellent networking opportunity.

About the Position

Reporting to the Board of Directors, the Executive Director will provide strategic leadership to the organization, grow the membership base and ensure the long-term sustainability of resources and ST activities. The Executive Director (ED), with assistance from the Board and ST interns will advance the organization’s strategic objectives and build on the success of the previous ED over the past several years.

The ED position is currently part-time, approximately 20 hours per week. Due to the nature of the organization’s work, some activities occur outside of regular business hours (i.e. evenings and weekends). Applicants should therefore be flexible in their availability. The salary for this position is \$22,000 per year. The organization depends on membership dues, donations, grants and proceeds from fundraising events for our annual operating budget. A key element of our strategic plan and for this position is to increase fundraising efforts in order to support either: 1) expanding the Executive Director to a full time position (with a commensurate increase in salary), or 2) hire a second paid part-time staff member (depending on preferences of the successful ED candidate and the Board of Directors).

Key Responsibilities:

1. Organize and oversee fundraising activities to support the financial needs of ST.
2. Perform administrative functions necessary to administer the ST office.
3. Assist in developing an ongoing program to maintain and expand the ST membership.

4. Prepare an annual budget for the organization and work with the ST Treasurer to maintain an accounting system and sound financial management of the organization's funds.
5. Prepare and file the annual report with the Division of Corporations and the annual registration with the Division of Consumer Services, and other similar reports or filings, which may be required.
6. As authorized by the Board of Directors, execute contracts and sign checks as may be necessary to conduct the business of ST.
7. Maintain contact and facilitate relationships with staff of the City of Tallahassee and Leon County, and with other local community organizations with missions that are compatible with the objectives of ST.
8. Oversee all contracts with Leon County and/or the City of Tallahassee.
9. Liaise with the various committees operated by ST.
10. Maintain the ST website and online events calendar.
11. Oversee ST interns who will assist the Executive Director with many of the tasks listed above

Requirements

1. Eight (8) or more years of progressive leadership and management experience. Non-profit or membership-based organization experience preferred but not required
2. Experience developing and growing relationships with strategic partners, sponsors, members and proven fundraising abilities
3. Experience representing an organization with local government, community leaders, civic organizations and other stakeholders, including public speaking experience
4. Event management skills, from planning and execution to event follow up
5. Effective communication skills (written, oral, interpersonal) and website development a plus, including experience developing written materials such as newsletters, reports, presentations, memos, white papers, formal letters, blog posts, etc.
6. Willingness to work outside regular business hours (evenings and weekends) as necessary. Weekly schedule is otherwise flexible.

How to Apply

Interested candidates should send an email with cover letter and resume to Jim Davis at jimdavis@sustainabletallahassee.org by **September 30, 2017**. We will contact qualified candidates for an interview on a rolling basis, so you are encouraged to apply early!