



Job Announcement: Full Time Executive Director Position

GENERAL RESPONSIBILITIES OF THE POSITION:

Responsible for the overall function and leadership of Sustainable Tallahassee, its programs, projects and services, fundraising efforts, event planning and coordination, and interactions with the City of Tallahassee Staff and Commissioners, Leon County Staff and Commissioners, and other nonprofit associations within the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manages the efficient and effective day-to-day operation of the organization.
- Prepares an annual budget and works with the ST Treasurer to maintain sound financial management
- Develops and implements a fundraising plan with annual and three year goals
- Manages a robust membership development program with emphasis on membership retention
- Coordinates and supports Sustainable Tallahassee Volunteer Staff and Volunteer Committees
- Creates and maintains reports on programs, services rendered, and new projects.
- Coordinates, plans, and participates in community outreach events hosted or co-hosted by Sustainable Tallahassee.
- Organizes and staffs the Board of Director meetings, providing reports on all current and relevant aspects of job responsibilities, upcoming events, programs, projects, and Sustainable Tallahassee's needs.
- Represents Sustainable Tallahassee at civic and community functions to enhance its image and develop new relationships and potential donors and volunteers.

MINIMUM QUALIFICATIONS

- Four Year College Degree (relevant experience may substitute for education requirement)
- Experience in a non-profit leadership role
- Demonstrated track record of securing major gifts and grants
- Ability to organize and manage a complex organization

PREFERRED QUALIFICATIONS

- Five or more years of progressive leadership and management experience
- Substantial experience in a non-profit or membership-based organization
- Community connections and memberships
- Experience representing an organization with local government, community leaders, civic organizations and other stakeholders, including public speaking experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Excellent attention to details
- Ability to meet deadlines and prioritize tasks
- Experience with Microsoft Office Suite
- Ability to cultivate and build community partners
- Ability to shepherd existing financial supporters
- Excellent written and oral communications skills, both internal to the organization and external
- Excellent organizational skills with the ability to manage multiple responsibilities in a timely fashion
- Public speaking skills
- Event coordination and planning abilities
- Ability to apply initiative and work without supervision
- The ability to exercise sound and reasonable judgment

SALARY RANGE:

The expected salary range is \$40,000 - \$55,000, commensurate with experience and qualification

TO APPLY:

Submit a cover letter and resume to PersonnelCommittee@SustainableTallahassee.org

Applications are requested by June 1, 2019