

EXECUTIVE DIRECTOR JOB DESCRIPTION

RE Sources is a nonprofit environmental organization based in Bellingham, Washington. Its mission is to promote sustainable communities and protect the health of northwest Washington's people and ecosystems through application of science, education, advocacy, and action. Current programs include Clean Energy, Clean Water, Sustainable Schools, and The RE Store. RE Sources currently employs 40 staff, and maintains an annual budget of approximately \$2.4 million.

The Executive Director serves as the chief executive officer and is responsible to assure that the organization is well managed and focused on its mission. The Executive Director represents the organization in the community and directly supervises all program activities as well as the development, communications, finance, and administrative departments.

RESPONSIBILITIES

Community

- Positions RE Sources as an environmental leader, locally and regionally
- Develops relationships with elected officials, community leaders, nonprofit partners, native tribes, and other impacted communities.
- Informs government officials, partners, and the media of RE Sources positions on key issues.
- Serves as the "face" and "voice" of the organization with the public.
- Participates in local and state level activities related to the organization's program work

Financial

Works with the Finance Director to ensure:

- Development of an annual budget and tracking of financial performance
- Preparation and filing of required reports to local, state and federal agencies.
- Development and tracking of program budgets
- Finances are managed in accordance with Generally Accepted Accounting Procedures.

Fundraising

Works with the Development Director to ensure:

- Creation and implementation of an annual fundraising plan.
- Quality relationships with major donors and private foundations.
- Contracts and grants are sufficient to cover program expenses
- Grant and contract reports are submitted accurately and timely
- Potential and current donor activity is tracked in appropriate software applications

Human Resources

Works with the Administrative Director to ensure:

- Compliance with all laws governing workplace safety and human resources
- All staff are evaluated, supervised, and receive appropriate professional development
- All policies and procedures are current and clearly communicated to staff
- Mitigation of potential risks, including having sufficient liability coverage
- Efforts are made to increase staff diversity

Education & Advocacy Programs

Works with the Program Director to ensure:

- Education and advocacy programs are in alignment with strategic plan.
- Programs are effective and modified as needed
- Development of program grant and contract proposals
- Relevant environmental trends and initiatives are noted and followed

The RE Store

Works with the RE Store Director to ensure:

- The RE Store is financially stable
- Safety regulations are in place
- Compliance with all organizational policies & procedures

Board of Directors

Works with the Board President to ensure:

- Board approval of strategic plan and annual budget
- Monthly review of financial reports
- Board members are aware of their roles and responsibilities
- Board members receive appropriate information, education, and training
- Board committees function effectively

Required Qualifications

- Bachelor's Degree in environmental science, public administration, policy, or related field
- Five or more years of senior management with supervisory experience
- Five or more years financial management experience, developing and implementing complex budgets of \$1 million or more
- Familiarity with local, state and federal environmental issues and laws
- Knowledge of marketing and business environment.
- Exemplary oral and written communication skills, and ability to speak well publicly
- Excellent fundraising skills, including major donor cultivation, foundation relationship building, and corporate giving
- Strong understanding of nonprofit operations and management
- Commitment to the organizational mission
- Evidence of collaborative decision making

Desired Qualifications

- Experience managing earned income ventures
- Public/private partnership experience
- Sense of humor
- Environmental advocacy experience
- Experience working with minority and impacted communities

ACCOUNTABILITY

Reports to the Board of Directors.

COMPENSATION

The Executive Director is a full time, exempt position and is eligible to participate in RE Sources' full compensation and benefit package.

APPLICATION INSTRUCTIONS

Send a cover letter and resume to: hr@re-sources.org, put "Executive Director" in subject line, or drop off cover letter and resume to our offices located on the second floor of: 2309 Meridian St, Bellingham. The Interview process will begin on Friday, Sept. 28th.