



Executive Director Position Description: Sustainable Westchester

Sustainable Westchester is a nonprofit membership organization of Westchester County local governments that facilitates effective collaboration on sustainability issues. Our goal is to bring socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient, and sustainable communities.

Formed from the merger of the Northern and Southern Westchester Energy Action consortia, Sustainable Westchester's membership rapidly expanded to include the membership of all but one municipality in Westchester County and now serves more than 900,000 residents. The organization formulates effective responses to important sustainability-related opportunities, such as energy efficiency, renewable energy, zero waste, land use, clean transportation, and more.

Website: <http://sustainablewestchester.org/>

Position

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for executing the mission of Sustainable Westchester through its business and program development. The Director possesses/maintains a deep knowledge of the field, core business activities and programs, operations, while overseeing the development of its business plan and strategy.

Sustainable Westchester's Executive Director possesses a combination of business acumen, fundraising, organizational and programmatic skills while demonstrating strategic thinking, flexibility and a passion for sustainability initiatives. In addition, the ED is a compelling and passionate advocate of the mission of Sustainable Westchester and an aggregator for the county's diverse members and stakeholders.

Responsibilities

1. Organization Mission and Strategy: Works with the Board to guide the organization and ensure that its mission is fulfilled through programs, strategic planning and community outreach

- Responsible for oversight of Sustainable Westchester's Program Directors, ensuring the stability and/or growth of programs in keeping with the mission, vision and programmatic priorities;
- Responsible for strategic planning to ensure that Sustainable Westchester can successfully fulfill its mission into the future;
- Works closely with the Board of Directors in order to fulfill the organization's mission;
- Responsible for leading Sustainable Westchester in a manner that supports and guides the organization's mission as defined by the Board of Directors;
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. Financial Performance, Business Development, Fundraising and Viability: Develops existing and new resources sufficient to ensure the continued financial health of the organization

- Responsible for maintaining and expanding Sustainable Westchester's business strategy, including ensuring the organization's financial resiliency and viability through the maintenance and expansion of its earned income activities
- Responsible for identifying and pursuing/overseeing fundraising opportunities, grant proposals and developing other tools and resources necessary to support Sustainable Westchester's operations & mission;
- Responsible for assisting with the fiscal integrity of Sustainable Westchester, to include working at the direction of the Treasurer and Finance Committee. This position develops and submits to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial state of the organization;
- Responsible for assisting with the fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3. Community Engagement

- Responsible for taking the lead in collaborating with municipal partners, to gain a deeper understanding of each community's strengths and needs, with the goal of identifying where SW can play a significant role in offering greater access to environmental benefits;
- Responsible for being the chief communicator, public speaker, face of, and number one representative of the organization;
- Responsible for assisting the Board with establishing and maintaining relationships with various organizations, being active and visible in the community, and by working closely with other professional, civic and private organizations to strategically enhance Sustainable Westchester's mission.

4. Board Governance: Works closely with the Board of Directors in order to fulfill the organization's mission

- Responsible for leading Sustainable Westchester in a manner that supports and guides the organization's mission as defined by the Board of Directors;
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

5. Organization Operations: Works with and oversees the operations and business development department(s) to ensure that resources and business opportunities are maximized

- Responsible for development and oversight of the Operating Plan;
- Oversight of programs, staff, general business development;
- Responsible for preparing and presenting monthly reports to the Board on the organization's activities and progress in achieving its mission and reaching its financial objectives.

Professional Qualifications

Leadership and Industry Experience

- Passion for and experience working on environmental, sustainability, conservation, and climate change issues preferably in a role promoting sustainable, socially, and fiscally sound programs that increase access and benefits for all;
- Demonstrated history of engagement and thought leadership in the field, and a commitment to the promotion of human rights, environmental justice, empathy, inclusion, and diversity;
- Knowledge of evolving opportunities presented by NYS's Climate Leadership and Community Protection Act (Climate Act/CLCPA) and its implications for local municipalities;
- Understanding of the role of technology in sustainability, preferably in the areas of renewable energy and/or waste management;
- Ability to promote and sustain a positive work culture among a diverse staff;
- A leadership style that encourages teamwork, collaboration, staff development, and effective delegation while inspiring and motivating all parties;
- Skills to collaborate with, support and motivate all internal stakeholders including board members, staff and volunteers;
- Proven ability to build and foster internal and external relationships with people from various cultural and socio-economic backgrounds;
- Strong public speaking ability.

Nonprofit Management

- Proven management and leadership skills and experience developed over at least ten years in non-profits, preferably in the fields of environmental sustainability, climate justice, conservation, or climate change with a budget of at least \$1 million and a staff of 6;

- Track record of successful organizational change and/or results-driven institutional advancement;
- Ability to foster effective communications, collaboration, and dialogue between staff and Board members;
- Demonstrated ability to interact professionally with dedicated Board and staff members who have diverse professional skills and perspectives.

Community Engagement

- Demonstrated experience and familiarity with municipal operations and/or public administration with the goal of promoting collaboration among municipal partners;
- Experience developing a strong community presence with an ability to speak to a variety of diverse constituents and stakeholders in the public and private sectors;
- Proven ability to raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders;
- Political savvy with an understanding of advocacy, and public policy work on the local, state, and national level;
- Ability to convey a vision of Sustainable Westchester's strategic future to any staff, board, volunteers and donors;
- Excellent communication skills, with proven ability to write and speak articulately and persuasively.

Financial Performance and Viability

- Demonstrated business acumen with a background in business development and a history of developing sustainable earned revenue streams;
- Prior success in fundraising with a history of building and maintaining strong donor and funder relationships;
- Experience identifying, securing, and managing government grants and contracts, as well as corporate sponsorship partnerships;
- Solid, hands-on, budget management skills, including budget analysis, decision-making and reporting.

Organization Strategy and Program Operations

- An understanding of setting and implementing organizational strategy and managing through growth and change;
- Experience with developing and launching innovative, culturally competent, new business and program activities;
- Strong organizational abilities including planning, delegating, and overseeing program development;
- Experience creating results-driven and collaborative management systems;
- Familiarity with data collection and metrics, with the ability to demonstrate impact.

Technological Capacity

- Media savvy with demonstrated experience managing strong and compelling internal and external communications through digital media;
- Experience using innovative technologies to advance an organization's strategy, mission, and success;
- Proficient knowledge of office productivity tools.

Education

- Bachelor's degree required; advanced degree in a relevant field preferred.

Compensation

The successful candidate will be offered a competitive compensation package.

Location & Commitment Expectations

This job is a full-time position located in Mt. Kisco, NY..

How to Apply

Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the job description. No phone inquiries will be accepted, all inquiries and resumes should be submitted via email to sustainablewestchester@supportcenteronline.org.

Sustainable Westchester provides equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity affirmative action laws, directives, and regulations of federal, state, and local governing bodies or agencies thereof. Sustainable Westchester will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, physical disability, age, or marital status.

Visit Sustainable Westchester's website at <https://sustainablewestchester.org/> to learn more.