



**Job Title:** Executive Director

**Reports to:** Sustainable Westchester Board

**Location:** Hybrid (Mount Kisco, NY) *Our office is located at 40 Green Street, Mt. Kisco, NY 10549 and is within walking distance from the Mount Kisco Train Station, located on the Harlem Line of Metro North. Travel to additional offsite locations is required.*

### **ABOUT SUSTAINABLE WESTCHESTER**

Sustainable Westchester is a nonprofit membership organization of Westchester County local governments that facilitates effective collaboration on sustainability issues. The organization brings socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient, and sustainable communities. 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 Executive Director role**

Reporting to the Board of Directors, the Executive Director is the senior executive at Sustainable Westchester (SW) and primary spokesperson and advocate for its mission. SW is seeking an Executive Director who is a seasoned and successful sustainability champion to be responsible for day-to-day management of operations, financials, & staff development. S/he will provide the leadership & vision necessary to build upon the successes of SW & will guide the organization as well as its members towards a more sustainable future. The ED will work closely with diverse stakeholders to develop and maintain collaborations for programming, funding, and advocacy. The ED will develop/maintain relationships with elected officials and community leaders, generate new sources of revenue in support of SW's goals and commitments, and expand the reach of new and existing programming.

This position presents an exciting opportunity for an entrepreneurial leader to join an organization with a unique model and high impact potential. The ideal candidate should be an inspiring & results-driven leader with expertise in sustainability and/or renewable energy. The ED should be passionate about SW's mission and have knowledge about the evolving local and state policies around climate action. S/he will be the principal spokesperson for SW and must proactively identify and cultivate new, diversified/innovative partnerships.

### **Key Responsibilities**

Key responsibilities include, member engagement, staff development, communications (including public speaking to represent the organization in multiple forums), program and partnership development, financial resource development, and financial management. Responsible for overseeing any strategic planning initiated by the Board, engaging staff and additional resources, as needed, to complete the process.



## Required Qualification

### Industry experience:

- ❖ 5 years executive experience with a nonprofit, working with diverse populations, preferably in the sustainability of renewable energy fields
- ❖ Knowledge of evolving opportunities presented by both NYS's Climate Leadership and Community Protection Act and the Clean Water, Clean Air, Green Jobs Bond Act (Environmental Bond Act), and their respective implications for local municipalities

### Non-profit management:

- ❖ Proven management preferably in the fields of environmental sustainability and clean energy
- ❖ Proven management & leadership skills with the ability to build strong teams

### Community Engagement:

- ❖ History of developing partnerships and advocacy

### Program Development:

- ❖ Experience implementing organizational strategy and managing through growth & change

### Resource Development & Fiscal Oversight:

- ❖ 2+ years raising \$250K+; demonstrated business acumen and documented nonprofit financial management

### Strategic Partnerships:

- ❖ Experience cultivating and developing relationships with relevant stakeholders at local, state, and federal levels.

### Technological Capacity:

- ❖ Experience using technology to advance the goals of the organization

## Compensation paid at the rate of \$185k per year.

Final compensation is determined based on level of experience.

## Benefits package includes:

- Dental, Health, and Vision Benefits
- Generous package of vacation and sick package along with paid time off for Federal and Religious holidays each year
- 401K plan
- Support of caring colleagues invested in each other's growth and development

## HIRING PROCESS AND HOW TO APPLY

We will review applications on a rolling basis until the position is filled. Please submit a resume and a cover letter in a PDF Format detailing your interest in the position to [hr@sustainablewestchester.org](mailto:hr@sustainablewestchester.org) with "Executive Director – YOUR NAME" in the subject line. No phone calls please.

*At Sustainable Westchester, we don't just accept differences of background, identity, or point of view – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our work, and our community. Sustainable Westchester is proud to be an equal opportunity workplace. Applicants will not be discriminated against because of race, color, creed, ideology, sex, sexual orientation, gender, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws. All aspects of employment are decided based on qualifications, merit, and organizational need.*