Executive Director

ROLE
The Executive Director leads, directs and coordinates operations of BRING, a private, non-profit organization that works to create a healthy and sustainable environment. The Executive Director oversees BRING’S operations, both programs and facilities, to assure adherence to BRING’s mission. The Executive Director represents BRING to the public and participates in community activities as a knowledgeable, articulate and credible advocate to develop opportunities and promote BRING’s goals. The Executive Director engenders a healthy attitude about BRING from within and without. The Executive Director is an exempt employee and reports to the Board of Directors (Board).

RESPONSIBILITIES
BOARD OF DIRECTORS
• Interfaces with the Board.
• Staffs Board committees, as needed.
• Consults with the Board regarding policies, which are set by the Board; develops procedures to implement those policies.
• Provides information and guidance to the Board, in general, and to individual members, as needed.

FINANCIAL
• Provides oversight and direction on budget preparation and adherence in order to generate and allocate funds, control costs, and maintain operations at a level consistent with BRING’s guidelines.
• Reviews financial reports and bank statements.
• Reviews tax forms.
• Reviews annual external audit.

PERSONNEL
• Ensures prudent personnel decisions.
• Create and manage an Executive Management Team.
• Supervises (or delegates supervision of) Program Managers.
• Conducts annual reviews of Directors /Program Managers; reports results to Board, as requested.

PROGRAMS
• Works in partnership with the Board of Directors to establish annual priorities and measurable goals for the organization consistent with the strategic plan
• Ensures that the strategic plan is implemented in a complete, high quality manner

ORGANIZATIONAL STRUCTURE
• May, in consultation with the board, change the organizational structure of BRING to create a more efficient and effective agency.
• Ensures adherence to BRING’s personnel policies, state and federal workplace regulations, and cultivates an employee workplace conducive to quality performance and success.
• Keeps staff informed of current developments and works with staff to identify opportunities and challenges and to develop plans to address future needs.

FUNDRAISING
• Establishes and maintains close working relationships with funding agencies and donors to ensure appropriate and efficient investment of community resources.
• Oversees preparation/submission of requests for funding to public/private grant/contract agencies.
• Supervises contractual fundraisers.
• Ensures the Board is supported in its fund development role.

COMMUNICATIONS AND PUBLIC RELATIONS:
• Serves as the primary spokesperson for the organization, appropriately coordinating with the Board.
• Ensures that the organization has a consistent and strong practices for communicating with key stakeholders and the community as a whole.

KNOWLEDGE
• BRING’s mission and current strategic plan goals.
• BRING’s programs and functions.
• Non-profit organizations, including volunteer board management and earned income strategies.
• Recycling and waste reduction hierarchy.
• Current and leading-edge sustainability issues.
• General employment law.
• Operation of business machines.

SKILLS
• Excellent skills in defining problems, collecting data, establishing facts, and drawing valid conclusions.
• Excellent skills in making independent judgments and, conversely, discerning when consultation with others is appropriate.
• Excellent presentation skills.
• Excellent communication skills, verbal and written.
• Excellent interpersonal skills.
• Excellent skills in managing and developing diverse teams
• Excellent skills at building community partnerships
• Strong discernment of an employee’s (particularly Directors and Program Managers) strengths and weaknesses, delegating duties accordingly.
• Strong computer skills, specifically Microsoft Office products (Word, Excel, Outlook).
• Good general math skills.
• Good reading comprehension.

ABILITIES
• To work indoors and outdoors at BRING and non-BRING facilities.

OTHER REQUIREMENTS
• Minimum of 5 years experience in non-profit agency management; experience in environmental programs strongly preferred.
• High school diploma or GED required. BA or MA in non-profit business management or equivalent experience in related field preferred.
• Valid driver’s license and insurable driving record.

Disclaimer
This job description indicates the general nature and type of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required.