



COMMITTEE FOR
GREEN FOOTHILLS

Committee for Green Foothills Executive Director Job Description

Committee for Green Foothills (CGF) is seeking an Executive Director to inspire and lead the organization in its ongoing effort to preserve the environmental integrity of San Mateo and Santa Clara Counties.

The ideal candidate will show a demonstrated commitment to the environment and to the mission and goals of CGF. Ideally, the candidate will be familiar with the land use and open space issues of San Mateo and Santa Clara Counties and the San Francisco Peninsula as a whole. S/he should have experience managing a small, independent agency as well as an excellent track record building collaborative working relationships with environmental organizations, community groups, civic leaders, and local governments and agencies. Strong fundraising experience and proven success in meeting development goals are essential. Good writing, speaking, and networking skills are a necessity, as is an innovative and entrepreneurial understanding of successful nonprofits and the opportunities for collaboration.

This position is a unique opportunity for an articulate and inspiring individual committed to leading a highly respected and effective environmental organization.

Responsibilities

The Executive Director is responsible for the leadership and management of CGF and is skilled in articulating CGF's programs and initiatives to funders, members, media, board, staff, and other stakeholders in the community. S/he manages and facilitates the development and implementation of programs and key partnerships, and directs efforts to ensure the smooth operation and continuity of CGF's advocacy, community outreach and education. S/he reports to the President and Executive Committee of CGF's Board of Directors and manages a staff of three to four employees and an annual operating budget of approximately \$400,000.

The Executive Director will move CGF forward in realizing the internal and external objectives related to the organization's mission and Strategic Plan. In addition, the Executive Director will focus on developing the internal structure and budget required to support future organizational growth.

Fund Development

The Executive Director is the lead fundraiser for CGF and will:

- Develop a long-range, sustainable, diverse funding plan to ensure the implementation and success of CGF's strategic goals
- Proactively oversee the development of funding proposals, grant applications, and coordinated fundraising activities
- Actively seek new revenue sources – government, corporate, foundation, private and planned giving – to meet program goals
- Maintain and expand CGF's private donor base, particularly into Santa Clara County
- Engage board members in successful fundraising activities
- Monitor contract compliance and grant objectives, and ensure timely reporting to funders
- Foster the growth of cash reserves

Program Implementation and Oversight

- Implement CGF's five year Strategic Plan
- Ensure compatibility of program decisions with CGF's mission
- Promote, sustain, and evaluate the work of CGF's legislative advocates
- Work with staff and board members to determine organizational priorities
- Facilitate communication with board members, general membership, and community regarding programs and initiatives

Outreach/Community Relations

- Develop and implement an annual marketing plan that serves to increase the visibility of CGF in the press and the communities served
- Spend time outside the office building new relationships and increasing CGF's visibility, particularly in southern Santa Clara County
- Spearhead a diversity initiative in San Mateo and Santa Clara Counties
- Represent CGF in conferences, meetings, and community events to further CGF's goals and increase visibility and effectiveness of the organization
- Guide the development of CGF's tri-annual newsletter, *GreenFootnotes*, and work with advocates to prepare action alerts and other outreach materials
- Establish and maintain productive relationships with other organizations

engaged in environmental advocacy
Serve as an articulate voice for CGF in the press and other media

Operations/Organizational Management

Hire, supervise, and evaluate staff and independent contractors
Ensure that the personnel policies are in compliance with accepted HR standards and policies and are adhered to in all hiring and employment practices
Encourage professional development activities to upgrade employee skills and motivate performance
Work with Treasurer, Finance Committee, and staff to prepare annual budget and develop strategies to achieve and maintain fiscal assets
Supervise staff in the preparation of audits, expenditure reports, bank statement reconciliations, taxes, and all other fiscal reports

Board Administration

Serve ex-officio on all board committees
Work with leadership to develop an engaged, effective, energized board, assisting in the recruitment, orientation, and training of new board members
Assist in diversifying board membership
Facilitate board operations and provide staffing to ensure that the board has adequate information to help its members reach sound decisions and establish policies
Facilitate the board's development of CGF's policies and programs and supervise the implementation of board-approved policies
Participate in ongoing strategic and annual work planning to effectively define and achieve CGF's mission
Promote regular communication between board and staff

Qualifications

Demonstrated commitment to CGF's mission and goals
Familiarity with, and understanding of, San Mateo and Santa Clara County environmental issues
Self-directed, energetic, tenacious leader, collaborator, and facilitator
Outgoing personality and commitment to attracting new donors and supporters to the organization
Strategic thinker, capable of moving a small organization through transitional periods with strong vision and leadership

Minimum 5 years nonprofit management experience with strong understanding of the nonprofit sector and of the particular needs of a small organization

Proven success and experience in fundraising, with strong connections within funding communities

Commitment to engaging and working with diverse communities

A working knowledge of the role of advocacy in influencing local governmental actions and policies; an understanding of the process by which successes are achieved

Excellent written and verbal communication skills

Strong interpersonal skills

Creative problem-solving skills and the ability to be flexible in adapting to changing priorities

This is a full-time exempt position.

Salary: \$85-95K DOE, plus benefits

To apply, send cover letter and resume to:

**Search Committee
Committee for Green Foothills
3921 East Bayshore Blvd.
Palo Alto, CA 94303**

or by email to:

search@greenfoothills.org

Application deadline: February 18, 2008

No calls or faxes, please.

**The Committee for Green Foothills is an Equal Opportunity Employer.
People of color are encouraged to apply.**