

**Missouri Coalition for the Environment**  
**Executive Director Position Description - July 2020**  
**POSITION SUMMARY**

The Executive Director (ED) is a full-time, exempt, permanent position responsible for the overall management of the Missouri Coalition for the Environment, a successful, fifty-year old 501(c)3 organization working to advance the right of every person to clean air, clean water, clean energy, and healthy food while striving to mitigate racial and environmental injustice. Reporting directly to the Board of Directors (BOD), the ED coordinates all institutional development and planning processes, with administrative responsibility for programs, activities, and staff. The ED stewards all organizational efforts and resources toward accomplishment of its mission, the health and protection of Missouri's people and their environment through legal action, education, and advocacy.

**DUTIES AND RESPONSIBILITIES**

**Leadership The ED will:**

- serve as the primary spokesperson for MCE.
- develop and coordinate strategic planning in alignment with guidance from the BOD.
- promote an anti-racist work culture.
- continue MCE's efforts to dismantle systemic racism and shape a multicultural vision for the organization and the larger environmental movement of which MCE is a part.
- provide the BOD with all legal documents, external agreements, and other materials pertinent to the BOD's fiduciary responsibilities in a timely and comprehensive manner.
- report to the BOD in a timely and comprehensive manner on all matters related to the efficient functioning and health of the organization, such as program evaluations, issue updates, staffing arrangements, special events, key deadlines, and significant plans.
- establish meaningful collaborations with relevant partners, agencies, and communities.
- supervise communication with the media, members, donors, stakeholders and volunteers with guidance from the BOD.
- travel, on occasion, to stakeholder, funder, collaborative, training, and other meetings.
- guide the overall creation and execution of organizational events.

**Development With staff support and in consultation with the Director of Development, the ED will:**

- ensure that financial resources are available to fund the current budget and meet long-term financial needs.
- lead fund-raising activities, including annual giving, legacy giving, membership development, fee-for-service contracting, major donor solicitation, and special events.
- actively research and pursue potential sources of funding from private, institutional, governmental, and other donors.
- initiate and coordinate grant-writing, ensuring compliance with requirements.
- coordinate with the BOD to identify membership-building opportunities and strategies.

**Management**

**The ED will:**

- foster a workplace culture of transparency and cooperation.
- strive to inspire, motivate, and mentor staff.

- create a constructive administrative framework of internal meetings and communication.
- oversee daily operations, including staff hiring and evaluation and volunteer supervision.
- promote the professional development of all employees through training programs, educational advancement, and other opportunities that enhance job performance and satisfaction.
- ensure that all resources, programs, and staff are directed toward MCE's mission.
- oversee the stewardship of MCE's 50-year archive and the implementation and coordination of digital and other technologies to preserve records.

## **EDUCATION/EXPERIENCE**

### **Applicants will possess:**

- proven interest and ability as demonstrated through work, education, volunteer positions, or other related experience.
- previous management experience required.
- previous work in nonprofits required.

## **OTHER QUALIFICATIONS**

### **Qualified applicants will also possess:**

- a demonstrated commitment to:
  - collaborative work processes.
  - environmental protection and environmental justice.
  - anti-racism work in program execution and in workplace culture, practices and policies.
  - confronting and mitigating the impact of environmental problems as these have been worsened by racial and economic disparities.
- excellent verbal and written communication skills, with ample experience in public presentation.
- proven ability to create clear, effective materials for publication, such as letters to the editor, Op-Eds, reports, press releases, and web content.
- proven success in fund-raising and capacity-building.
- proven ability to project and manage budgets and timely, accurate financial statements.
- strong interpersonal skills: the ability to work well with a diverse group of volunteers, staff, consultants, board members, founders, vendors, government officials and the general public.
- proficiency in Microsoft Office Suite and Google Apps.

## **COMPENSATION**

Salary range will be commensurate with experience.

Noncontributory benefits are included.

## **HOW TO APPLY:**

Please send resume, cover letter, writing sample, and contact information for three professional references to: [ExecDirMCE@gmail.com](mailto:ExecDirMCE@gmail.com)

Review of applications will begin immediately and continue until the position is filled

**Employment decisions at MCE are based solely on individuals' abilities and qualifications. We do not discriminate on the basis of age, color, disability, gender, gender identity, national origin, marital status, religious persuasion, or any other characteristic protected by federal or state law.**