



BUTTE ENVIRONMENTAL COUNCIL

JOB DESCRIPTION – EXECUTIVE DIRECTOR

Role and Responsibility: The Executive Director is the chief administrator of the Butte Environmental Council. The Butte Environmental Council (BEC) is a community based non-profit corporation. Founded in 1975, BEC is devoted to environmental education and information referral services, and advocacy.

Responsibilities include overall administration of the organization including environmental advocacy, financial management, budgeting, program development, fundraising, public relations, grant writing, and employee hiring and supervision. This includes the ability to maintain a personable, positive and professional attitude and appearance while working with a wide variety of individuals. The Executive Director reports to BEC's Board of Directors.

BEC's goals include:

- Encouraging the preservation and conservation of the Earth's natural resources.
- Fostering increased public awareness of local, regional and statewide environmental issues through environmental education and advocacy.
- Providing a central referral service for environmental organizations and the general public throughout Northern California.
- Funding programs through membership dues, fundraising events, contracts, grants, and community and business sponsorships.

Employee Classification: The Executive Director is classified as a Full-Time Employee, entitled to all benefits provided by BEC.

Duties: The Executive Director duties include but are not limited to:

- A. The Executive Director is accountable to the Board of Directors, including implementation of the Board's policies and directives. The Executive Director shall provide monthly reports to the Board on the status of the organization, including but not limited to finances, fundraising events, educational and outreach programs, personnel, public relations, advocacy, and associated administrative matters.
- B. The Executive Director is responsible for overseeing the day-to-day administration of the organization including overseeing the planning, development and maintenance of all aspects of BEC's educational programs, events, projects, public relations and advocacy.
- C. The Executive Director is responsible for all personnel management including the hiring, supervision, evaluation and termination of employees and contractors. All paid and volunteer staff will be accountable to the Executive Director or his/her designee. The

Executive Director shall maintain an atmosphere of productivity and commitment to the goals and purposes of the organization among the employees.

- D. The Executive Director is responsible for the management of the fiscal and budgetary policies and procedures. The person has the ultimate responsibility to the Board for the accounting of funds received and disbursed, will assist in the preparation of annual budget planning in conjunction with the Board.
- E. The Executive Director is responsible for Fundraising and Resource Development for both current organizational needs and future needs. The person will continually assess the organization's needs whether through new program, mergers and/or partnerships. The person will oversee the development, promotion and implementation of these efforts.
- F. The Executive is responsible for the Advocacy efforts of the organization. The person must provide leadership in building interagency relationships and coalitions. The Executive Director will participate in relevant community meetings, prepare presentations, write articles and letters, take charge and give direction to both paid and volunteer advocates, and keep record of actions and meetings.

Qualifications:

- A. A minimum of a B.A. or B.S. degree from an accredited college or university in related field and a minimum of three years of related experience, including at least two years in a management or supervisory position.
- B. Shall demonstrate knowledge of local, State and National governmental affairs that effect environmental issues.
- C. Shall demonstrate the knowledge of community fundraising, possible funding resources and an ability to write grant or project requests or, as an alternative, be able to supervise individuals that have the ability.
- D. Shall demonstrate effective interpersonal skills, conflict resolution, team building skills and leadership in agency administration, environmental education and public policy advocacy.
- E. Shall demonstrate passion to environmental advocacy and education
- F. Strongly desired: Candidate demonstrates experience working on relevant environmental issues locally and regionally, including with other environmental agencies and organizations, as well as with the diverse community involved in environmental matters. Candidate brings an inspired vision to BEC.

This is a 35 hour per week position, with potential to become full time upon successful fundraising, based in Chico, CA. BEC offers a competitive salary, commensurate with experience, along with vacation and medical benefits. More information about BEC may be found at www.becnet.org.

Please submit your cover letter and résumé electronically to BEC's Board Chair at mstem@csuchico.edu, by close of business January 9, 2012. Questions may also be directed to that address. No calls please. Thank you for your interest!