



Job Description: Executive Director

Organization Overview

St. Louis Earth Day has built its reputation on its annual Earth Day Festival, which is now recognized as one of the largest Earth Day celebrations in the country. The Festival has diverse educational programming and showcases 250 vendors and exhibitors that are influencing sustainability in the region. The organization maintains a year-round impact through programs like Recycling On the Go, Green Dining Alliance and Earth Day Action Grants, touching over a million individuals annually. Values which guide organizational planning and operations are: inclusive, action-oriented, transformative, collaborative and positive.

Position Description

The Executive Director (ED) is responsible for overseeing and managing St. Louis Earth Day operations, administration, programs and events, and for cultivating strategic partnerships within the environmental and philanthropic communities.

Position Goals

Build and support the organization's impact within the St. Louis regional community while pursuing the fulfillment of the organization's Mission and Vision.

Key Responsibilities

Leadership

- Partner with the Board of Directors in setting and evaluating the SLED strategic goals and objectives
- Lead/coordinate implementation of SLED's strategic plan through use of staff/volunteer resources
- Develop and maintain a strong working knowledge of environmental issues and resources in order to effectively guide the strategic planning process
- Identify and recommend to the Board new and expanded opportunities for SLED to work collaboratively with other organizations and facilitate the development of impactful initiatives

Program Development and Administration

- Hire, orient, train, supervise and evaluate staff and contracted service providers and/or effectively delegate responsibility to appropriate management staff
- Oversee and assist in the planning of the St. Louis Earth Day programs and events: St. Louis Earth Day Festival, Recycling On the Go, Recycling Extravaganza, Green Dining Alliance, Earth Day Action Grants
- Develop and ensure the effective implementation of all SLED policies, procedures, guidelines and materials
- Maintain a viable infrastructure and implement operating systems to ensure the effective management of all SLED operations including management of human, financial and material resources
- Must be able to work some evenings and weekends during the organization's busy times of the year

Finance, Fundraising and Donor Relations

- Prepare annual budget and ensure that the organization's resources are managed within the budget
- Establish and accomplish annual fundraising goals

4125 Humphrey St. 🌐 St. Louis, MO 63116 📞 314.282.7533 📧 info@stlouisearthday.org

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- Lead and direct advancement and fundraising efforts to ensure the fiscal viability and expansion of the organization. This includes developing and nurturing an expanding donor base, soliciting major donations and sponsorships, and directing additional fundraising pursuits
- Research and identify appropriate grant opportunities; write and/or coordinate applications; manage grant budgets and reporting
- Identify opportunities to generate revenue to support SLED's operations

Community and Public Relations

- Serve as the official spokesperson for SLED
- Initiate and encourage collaboration and cooperation among SLED's committees and stakeholders
- Maintain and enhance the public image of the organization by communicating information and working collaboratively with all appropriate organizations, individuals and constituencies
- Work with Communications and Marketing Manger to develop a year-round communication and marketing plan; provide input into the development of strategies and collateral materials

The Executive Director reports to the SLED Board and is an ex-officio member of the board and committees.

Qualifications

Education and Credentials

- Bachelor's degree in applicable field is required
- Master's degree in non-profit administration, sustainability or related field is preferred
- CFRE certification preferred

Experience & Skills

- 3-5 years of experience in non-profit administration, fundraising, grant writing and/or strategic planning is highly desirable
- Experience in project management, human resources, staff/volunteer management and budgeting
- Strong computer skills, including proficiency in Microsoft Office software and social networking tools
- Experience in event planning is preferred

Core Competencies

- Sincere desire to contribute to a more sustainable future by pursuing the SLED Mission and Vision
- Operate with a high-level of personal and professional ethics and possess a strong moral compass
- Demonstrated ability to work with diverse individuals, companies and organizations
- Self-directed, detail-oriented, able to handle multiple tasks
- Proven record of reliability

Application Information:

This is a full-time position with a hiring salary range of \$40,000-\$50,000. Full health insurance benefits are provided. Interested applicants should e-mail a cover letter and resume to board.director@stlouisearthday.org. Applications received before October 23, 2015 will receive first consideration. No calls please.

Visit our website at www.stlouisearthday.org to learn more about the organization.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.