



Executive Director Job Announcement

Full time; remote for near future

Salary range: \$40,000 - \$50,000 to start, commensurate with experience

Application deadline January 17, 2022

Annapolis Green, a nonprofit in the Greater Annapolis area, is seeking an optimistic, dynamic leader who makes effective decisions, adapts quickly, and thrives on positively impacting the organization, the environment, and the community. This is an opportunity to shape and grow the organization by building on past successes and taking it to the next level.

About Annapolis Green

Annapolis Green, founded 16 years ago, brings together environmentalists, individuals and families, local businesses, government agencies and nonprofits to create a healthy, thriving community and planet. Rather than focus on a single issue, we tackle a variety of challenges plaguing our communities, motivating people to stand up for Nature with programs that connect, inform, inspire, and incite meaningful change.

In addition to launching effective community initiatives, Annapolis Green consolidates the myriad efforts and resources of other local environmental organizations under one website, providing easy access to leading-edge knowledge, best practices, opportunities for hands-on experiences and events. The organization serves as the hub of the city's environmental movement, uniting and inspiring the Greater Annapolis community. We are currently working remotely until the right office suite is found.

The ED will have the benefit of the two cofounders' 16 years of experience. Both are available to assist and advise and one will keep her existing role of part-time program lead for the next few years. Nonetheless, the successful candidate will have the opportunity to shape and future of this nonprofit in accordance with his or her vision.

Executive Director Responsibilities

The Executive Director (ED) oversees day-to-day operations and strategic vision of the organization's work in the Greater Annapolis area.

Overall Leadership and Management

- Is Annapolis Green's most visible individual in the community and is the embodiment of the organization's goals and initiatives. The ED is a thought leader, spokesperson and community expert who remains informed on issues related to Climate Change and the environment in general in the Chesapeake Bay area.
- Is accountable for strategic planning and decision-making, fostering and maintaining a culture of effective feedback with the Board, employees, and volunteers. The ED mentors new subordinates and promotes professional growth and self-care. The ED ensures that program initiatives are

efficiently, inclusively, and respectfully accomplished. The ED plays a crucial leadership role in the complete cycle of grant application, management and compliance.

- Oversees internal controls to ensure ongoing programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems and develops systems to track impact and regularly evaluate program components to measure successes.
- With assistance from the Treasurer, leads the organization's yearly budget preparation financial recordkeeping, invoicing, bill payment, etc. The ED, with assistance from the Treasurer, reports budget deviations to the Board to ensure positive cash flow and oversees billing, payment of invoices, and payroll.
- Is responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Serves as ex-officio member of each Board of program committee.
- Understands and approves the procurement/updating of the proper hardware and software needed for accounting, fundraising, document creation and storage, communication, and productivity.
- Has the ability to understand and make the best use of existing online data management systems such as Network for Good and QuickBooks expertly and efficiently use federal/state/local, and other grant portals.
- Ensures new policies and procedures maintain pace with emerging technology upgrades, etc.

Board Governance

- Works with Board to fulfill Board's vision and guidance in a manner that supports and guides the organization's mission.
- Plans Board meetings, prepares the agenda and makes the Secretary's minutes available to the Board on a timely basis.
- Ensures that all records are properly digitized and available to staff and Board members through secure digital channels.
- Communicates effectively with the Board and provides timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Leads Board succession planning and maintains relationships with alumni Board members.

Fundraising

- Leads fundraising efforts including identifying potential donors, introducing and keeping them informed of Annapolis Green initiatives, and cultivating their support.
- Stays in touch with current and past donors to maintain a connection to Annapolis Green. A substantial amount of the ED's time is dedicated to donor cultivation.
- Plans and executes, with staff and volunteers, year-end and mid-year fundraising efforts that may include established events such as GivingTuesday and GreenGive and unique-to-Annapolis Green events or outreach.
- Maintains the customer relationship management database.

Sponsorships

- Continually looks for opportunities to obtain sponsorships for Annapolis Green programs including Green Drinks, Kick Gas EV events, Responsible Events and Festivals events, the Cork Collection program, email blasts, website, and more.

Grants

- Is familiar with the grant application process of foundations, governments and other sources.
- Working with staff and volunteers, identifies grant opportunities and takes the lead in writing grant applications.
- Ensures that grant responsibilities are met through the program period and that interim and final grant reports are submitted on time.

Communication

- Works with a communications volunteer or contractor to plan and execute a communications strategy to include media advisories, website, and social media.
- Ensures that all communications are in perfect English and that the look and feel of all messaging is consistent with the goal of strengthening the Annapolis Green brand.
- Cultivates the members of the news media and other influential individuals and organizations.
- Maintains deep knowledge of the global, regional and local environmental field, implications of political issues, and social media trends.
- Is the voice of Annapolis Green, a ready subject matter expert available to the press and to public speaking engagements on how global Climate Change issues impact local environmental issues.
- In written op-ed pieces, blogs, and media interviews, communicates program results with an emphasis on successes of Annapolis Green’s initiatives as a model for regional and national replication.
- Establishes and cultivates relationships with potential business and individual donors, political and community leaders, partnering sponsors, volunteers, and the governmental community as well as other non-profits.

Programming

- Improves and grows the effectiveness of existing Annapolis Green programs such as Green Drinks, Kick Gas, Responsible Events and Festivals, single-use plastic reduction, and Climate Change outreach.
- Is proactive in initiating new program areas moving forward with funding, planning, and Board approval.
- Leads implementation of program events.

Qualifications Summary

The ED has a reputation for the highest personal integrity, is a strong collaborator and encourages diversity and inclusion in all aspects of Annapolis Green’s work.

Education

- Four year or post-graduate degree from an accredited university
- Continuing education in Climate Change or environmental issues is a plus

Preferred Experience

The successful candidate:

- Has five years of executive-level management experience in a nonprofit operational environment and three or more years of supervisory or cross-functional team experience.
- Has innovative problem-solving skills, technological savvy, enthusiasm, flexibility, and practical time management skills.
- Is not hesitant to “get hands dirty” to execute Annapolis Green programs.
- Is an excellent writer and polished public speaker.
- Is familiar with the Greater Annapolis environmental community including leadership of other nonprofits, government agencies, businesses, civic organizations, and media.
- Has strong organizational abilities including planning, delegating, program development, and task facilitation.
- Has skill in collaboration and motivation of Board members and other volunteers and the ability to interface and engage diverse volunteer, community, and donor groups.
- Is familiar with MS Office and social media platforms, and experience with or ability to learn programs to edit web content, post to social media, create online forms, and communicate with constituents electronically.
 - Expertise in use of software for quick creation of graphics for immediate communications needs is a plus.
- Has knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Is excited about the opportunity to shape and grow this unique nonprofit.

If you don't meet every requirement but are a passionate self-starter who is interested in our mission and place in the community, we encourage you to apply.

We offer a competitive salary and benefits, paid time off, and flexibility for life events such as child-care issues.

Employment is subject to proof of COVID-19 vaccination, successful completion of a background security investigation, and a valid driver's license and ownership of a private vehicle. In addition, professional references are required of the successful candidate.

Submit resume and cover letter to bay@annapolisgreen.com. Application deadline is January 17, 2023.

Annapolis Green is an equal opportunity employer without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law; we embrace the values of diversity, equity, and inclusion (DEI).