

# Executive Director

PlantAmnesty's Executive Director is responsible for all aspects of the organization including: fundraising, grant writing, programming, operations, staff management, community relations, communications and strategic direction. The Executive Director works collaboratively with the Board of Directors to develop and implement the strategic direction of the organization. The ED works closely with staff, board members and committees to align the vision, mission and values with PlantAmnesty's visual presentation and messaging. Reports to the President of the Board.

## **Leadership/Operational Management**

- Manages paid staff, volunteers and consultants.
- Provides mentoring, professional development, and staff performance evaluations.
- Works in partnership with groups and individuals including: members, volunteers, supporters, community leadership and others.
- Sets priorities and goals, ensures work is completed satisfactorily and on time.
- Establishes office and HR policies and procedures.
- Identifies volunteer opportunities and recognizes volunteers.

## **Community Relations and Outreach**

- Cultivates and maintains relationships with partner organizations, government and other agencies to support PlantAmnesty's mission.
- Fosters a culture of inclusivity by engaging diverse individuals, cultures, and community partners.
- Works with staff/volunteers responsible for the planning and delivery of events and classes.
- Oversees PlantAmnesty web, social media and written communications with membership, the general public, donors, community leadership and others.
- Write articles for and edits quarterly newsletter.
- Serves as the chief spokesperson for PlantAmnesty and effectively communicates the vision and mission.
- Writes annual report.

## **Fiscal Management**

- Oversees the organization's finances and financial health. Works with the Board to prepare the annual budget.
- Manages the planning, development and delivery of PlantAmnesty fundraising events, and supports the Board's work to plan and execute the Annual Fund.
- Provides leadership and accountability for achieving annual fundraising goals.
- Identifies grant opportunities, prepares grants, and supports grant management, grant evaluation and grant documentation.

### **Member Relations**

- Works with the Board committees to develop programs and events that appeal to current members.
- Understands and communicates members' needs to Board.
- Identifies potential members, and helps develop communications to attract new constituents.
- Oversees efforts to retain and increase the number of members, identifies issues important to members and works to implement changes supporting members.

### **Other**

- Performs additional duties as requested by the Board.

### **Compensation and Benefits**

- \$32-\$34K/year with option for raise after 6 months
- 20 hours per week
- One week vacation after one year