

DELAWARE VALLEY EARTH FORCE EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

JOB TITLE: Executive Director of Delaware Valley Earth Force

REPORTS TO: Chief Operating Officer – Earth Force, Inc.

FLSA STATUS: Exempt

SUMMARY: Delaware Valley Earth Force (DVEF) is a regional affiliate of Earth Force, Inc., a national nonprofit organization that engages young people as active citizens who improve the environment and their communities. The Executive Director provides visionary, executive, financial, and programmatic leadership. DVEF has a strong and supportive team culture with highly qualified and creative staff. The Executive Director works collaboratively with all DVEF staff members to improve work processes and partnerships, build shared ownership, and coordinate efforts to a common purpose. DVEF currently has 4 full-time and 2 part-time staff members, working out of an office in Wyncote, PA.

DUTIES & RESPONSIBILITIES

Leadership

- Articulate and promote the shared vision and strategic plan for DVEF.
- Develop and cultivate strategic partnerships and establish networks among all sectors in the community to support program opportunities and collaborations.
- Work closely with the Board Chair to develop and facilitate the activities of the DVEF Community Advisory Board.
- Work collaboratively as a team member with national Earth Force leadership on shared enterprises, including administrative, programmatic, and fundraising activities.

Development

- Develop a long-term, sustainable fundraising strategy for DVEF that aligns with programming.
- Design, implement and manage all fundraising activities including foundation and corporate grants, annual giving, corporate sponsorships, special events, donor cultivation, major gifts campaigns, and other organization-related solicitations.
- Engage Community Advisory Board members in fundraising efforts.
- Ensure that grant and contract requirements are met.
- Participate in joint fundraising efforts across the national Earth Force organization.

Financial and HR Management

- Oversee human resources and fiscal management, including preparing organizational budget, providing accurate and timely monthly statements and annual report.
- Hire, supervise, and support a staff capable of providing exemplary training and support for Earth Force programs.
- Nurture a team identity and environment, respect diverse points of view, expand team capabilities and facilitate and support team decisions.
- Participate in national Earth Force meetings, conference calls, and other activities.

Public Relations

- Develop and implement a marketing/communications plan for DVEF.
- Build DVEF presence and visibility by promoting organizational accomplishments.
- Promote and facilitate communication among Earth Force facilitators, local environmental and community groups, and Earth Force national staff through use of website, list-serves, newsletters and other means.
- Represent Earth Force at national and regional conferences.
- Advocate for the Earth Force mission and organization.

Programming

- Oversee all aspects of programming, including adapting programs to address local needs.
- Collaborate with program staff in planning and implementation of Earth Force program events, including the annual Youth Environmental Summit and teacher networking events.

QUALIFICATIONS

Education

- Bachelor's degree required.
- Advanced degree in nonprofit management or other relevant field is preferred.

Experience, Qualities and Skills

- Proven track record of 5 years of full-time experience effectively leading at the executive level, preferably within a non-profit organization or the public sector.
- Demonstrated experience in the following areas of nonprofit management: financial management, fundraising, donor cultivation and management, successful grant writing, board relations.
- Experience is preferred in two or more of the following relevant content areas: environmental education, civic affairs, service learning, community/youth organizing, youth development.
- Familiarity with environmental networks and education systems of the Delaware Valley region.
- Passion for the mission and opportunities that Earth Force programs provide for young people.
- Ability to actively enlist others in a shared vision, including donors, board members, staff, volunteers, educators, young people, political representatives, corporate leaders, community members and colleagues.
- Exceptional written, verbal, advocacy and presentation skills.
- Flexibility, creativity and adaptability to work in a collaborative environment.
- Ability to work independently and as team member while managing multiple projects.
- Ability to build partnerships, foster relationships and network with others.
- Strong computer skills, including fundraising databases, Microsoft Office suite, and QuickBooks.

Work Environment and Requirements:

- Works in office, at sites and outdoor settings.
- Required to work some evenings and weekends, with occasional overnight travel.
- Required to undergo FBI background check and be fingerprinted electronically in compliance with PA law regarding contact with students.
- Must provide own transportation for reimbursed business use.

Salary & Benefits

Salary is competitive based on credentials and directly related experience. Benefits include health coverage with dental, vacation, holidays, uninsured sick leave, and 403(b) Retirement Plan matching contribution.

Additional information about Earth Force is available at www.earthforce.org.

Please submit a resume, salary history, and cover letter by email attachment to: Wendy.Weber1@verizon.net

Please note "Director Search" in the subject line.

Review of resumes will commence March 10, 2008. Applications will be considered until the position is filled.