



North Carolina Environmental Justice Network

Job Description for Co-Director of Organizational Development & Operations

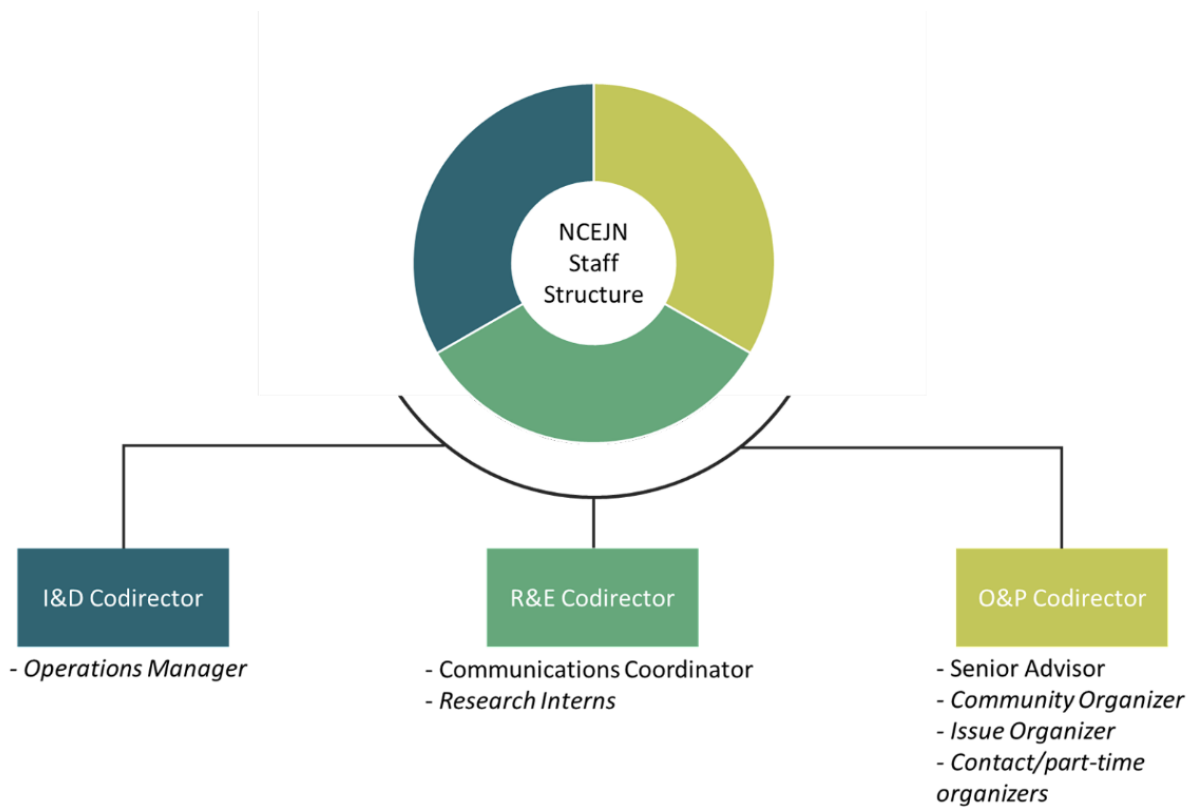
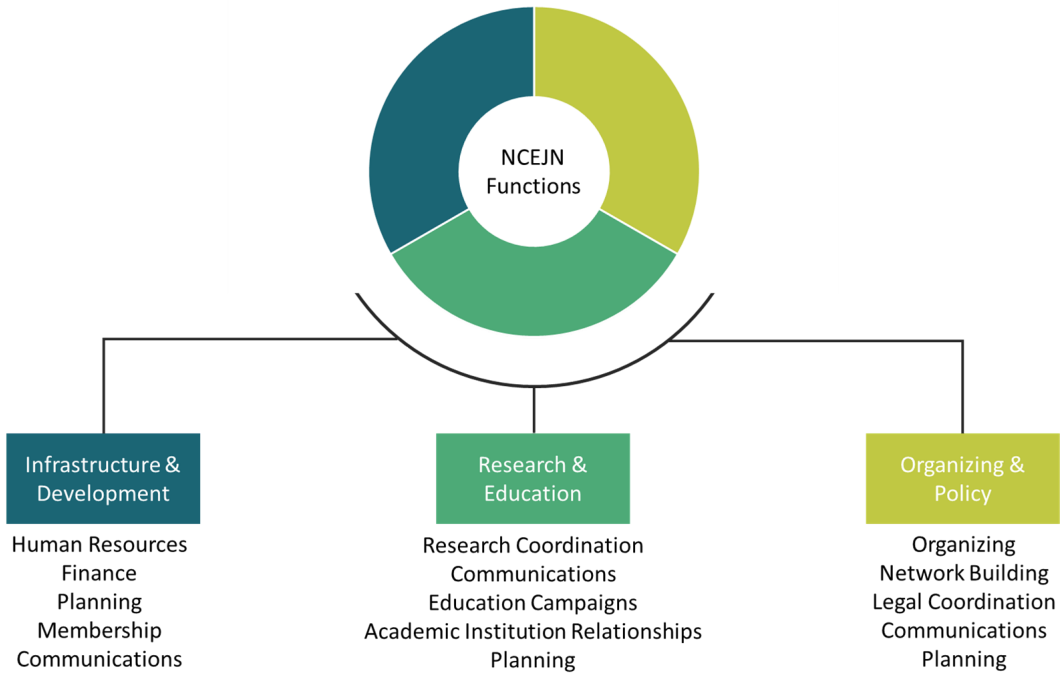
Statement on Who We Are and Leadership Structure

WHO WE ARE: The North Carolina Environmental Justice Network (NCEJN) is a coalition of community organizations and their supporters who work with low-income communities and people of color to promote health and environmental equity, clean industry, safe workplaces, and fair access to all human and natural resources. We seek to accomplish these goals through organizing, advocacy, research and education based on principles of economic and political equity.

We focus on the communities who are most impacted by environmental injustice, including people from low-income communities and communities of color. We use community based participatory research, organize communities, engage media, educate elected and appointed government officials, and advocate statewide for practical solutions to achieve environmental justice. In order to be successful, every campaign at NCEJN depends on organizing with the people most affected by environmental injustices.

WHERE WE FIND OURSELVES: We are living in a time when our world is seeing the impact of climate change in heartbreaking and sobering ways. The interconnections between humans and the living world are clearer than ever, and the work of the NCEJN has never been more important. After two years of an organizational rebirth process, NCEJN is proud to have implemented a leadership structure that is reflective of our values and emblematic of the world we are trying to create. We have been organizing for 25 years and are confident that our new leadership structure will allow us to be strong for another 25 years.

OUR LEADERSHIP STRUCTURE: Understanding that traditional hierarchical leadership structures too often serve to compress and distort vision and spirit, NCEJN has chosen instead to configure itself around principles of equitable distribution of power and self-governance. We are not looking for another Executive Director model that fuels the notion of having one dynamic leader 'on top'. Instead, we are honoring and uplifting the wisdom of existing staff and inviting leadership that embodies inclusiveness and understands that each of us has a unique contribution to the organization's thriving and our collective well-being.



POSITION DESCRIPTION: Co-Director for Organizational Development and Operations: This position will serve as the backbone of the organization focusing primarily on ensuring that NCEJN is operating at its optimum level so as to enable programs and interventions to flourish.

Major Responsibilities:

- Lead efforts regarding financial and human resources, fundraising including grant writing, member development, and the creation and implementation of a comprehensive development plan with corresponding timelines.
- Lead the financial oversight of the organization, including working with the Operations Manager and accountant to ensure proper recordkeeping and reporting.
- Analyze the effectiveness of development plans to ensure fundraising goals are being met.
- Provide periodic reports to colleagues and the board.
- Partner with communications staff to coordinate and integrate membership stewardship, online fundraising, direct mail, newsletters to expand donor outreach capacity.
- Work alongside two other Co-Directors to ensure organization is functioning at optimum capacity in achieving its mission.

Qualifications:

Work Experience:

- 5+ years related nonprofit administration and/or fundraising experience. Required.
- Experience building and maintaining long-term relationships. Required.
- Experience working with cross-functional teams, preferably in a non-profit fundraising. Strongly preferred.
- Experience working with fundraising principles and practices. Strongly preferred.
- Experience working within a 501(c)3. Preferred.
- College degree. Preferred.

Organizational Culture:

- We welcome applicants who share a strong commitment to our values and to integrating justice and equity into everything we do.
- We strive to create an inclusive organizational culture that embraces wholeness and well-being and expect all of our staff to do their part in fostering a vibrant and life affirming workplace.

Skills:

- Knowledge of and passion for environmental justice issues.
- Curiosity and openness with exploring democratic leadership models.
- Ability to write well and effectively communicate the mission, goals, and needs of an organization, and ability to articulate complex ideas clearly, accurately, and concisely.
- Possess high level of compassion, integrity and intellectual curiosity.
- Demonstrated experience using listening, diplomacy, and tact to build strong relationships and motivate donors and volunteers.
- Excellent time management skills.

Supervision Requirements: This position will supervise the part-time Operations Manager.

Salary: \$80,000/year plus benefits

Shared Co-Director Responsibilities: *All Co-Directors positions within the organization will share a commitment to ensuring that NCEJN is fulfilling its mission and vision, always maintaining the communities we work with front and center in terms of strategy development, implementation and overall direction and priority-setting. Each Co-Director will be a key driver of coordination and communication across all of NCEJN's spheres of work in support of values-alignment, program execution and network building. Co-Directors will assist with organizational marketing and communications, including media outreach and occasionally serve as spokesperson for the organization. All staff are expected to consult on and support with planning, development and organization of the Annual EJ Summit.*

If interested in being considered for this position, please send a brief cover letter and resume to NCEJN's Hiring Committee zulayka@libelulaconsulting.com by February 15, 2024. Your email subject line should read: NCEJN Application: Co-Director Application.