



ORGANIZING *for* HEALTH *and* JUSTICE

Executive Director Job Description

CLEAN AIR COALITION of WESTERN NEW YORK

The Opportunity

Are you a strong leader who is passionate about environmental justice? Are you looking for an opportunity to lead the fight for equity, justice, and health in poor and working-class communities? Clean Air seeks a dynamic Executive Director that will build relationships, support our working-class community membership, coach and support staff organizers, and lead the organization into its next chapter through strategic and innovative approaches.

Successful candidates will be collaborative, capable of building and supporting an engaged staff, board, and membership, skilled at developing strong external relationships, and possess a strong fundraising track record. Specific content expertise in environmental justice and toxic materials are a plus. We seek candidates who are deeply committed to building resident knowledge and organizing strategies to shift power to communities.

The Position

Reporting directly to the six members of the Board of Directors, the new Executive Director will expand upon the legacy of a strong community-based organizing infrastructure, continuing to shift power that creates a world where our environment promotes health and equity, and shift systems to place communities at the forefront of decision making.

Ideal candidates are strategic and operational leaders who bring expertise in intersectional and anti-racist organization and culture building, as well as significant experience coaching teams and leading fundraising strategy.

This position is located in Buffalo, NY and the team currently splits time between remote working and onsite in the offices due to COVID restrictions.

Who we are

VISION

A world where our environment promotes health and equity and where systems place communities at the forefront of decision-making.

MISSION

The Clean Air Coalition builds power by developing grassroots leaders who organize their communities to run and win environmental justice and public health campaigns in Western New York.

Founded in 2007 by residents concerned about environmental contamination in their community, Clean Air Coalition of Western New York is an environmental justice organization. We build power by developing grassroots leaders who organize in their communities and run environmental justice and public health campaigns in Western New York. We base our organizing in neighborhoods, addressing tangible, on-the-ground conditions that impact people's lives.

Currently as a working-class, queer, and women-staffed organization, our passion for and experiences with fighting for environmental justice and liberation colors all that we do. We know what it is to create community, care for one another through hard times, and build a more beautiful and clear vision for the world we all deserve.

Clean Air is membership-based and currently has about 200 dues-paying members located primarily in Western New York, working in the communities of Buffalo, Tonawanda, Kenmore, and Grand Island. Our members are racially diverse and live in poor and working-class communities and communities of color disproportionately impacted by environmental pollution and disinvestment. They run successful campaigns that make differences in people's lives for generations to come.

Our work has been highlighted as a national model by Grist, Bill Moyers, and Mother Jones. For over a decade, Clean Air has won successful campaigns stopping large and small industrial facilities from violating environmental and labor regulations which harm our members' communities, creating the first state-wide coal transition legislation in the United States that prioritizes communities and workers, and reallocating public money back to communities through the participatory budgeting process.

Our mission and vision benefit from a diverse array of experiences, identities, and viewpoints, and we are committed to continuing to grow a diverse, inclusive, and equitable environment for our staff and members.

Key Responsibilities

The Executive Director will serve five vital functions:

- *Strategic leadership*
 - Guided by a strategic plan and annual staff and board retreats, the Executive Director will provide collaborative leadership to a staff of 3 and support a membership of almost 200
 - Work in partnership with the Board of Directors to support board growth and development, fostering teamwork and accountability
 - Build and maintain strategic relationships with organizational partners, cross sector businesses, non-profit 501(c)(3) and 501(c)(4) coalitions and alliances
 - Drive and implement the next strategic plan for the organization in collaboration with the board, staff, and members after the current plan concludes in 2022 Focus on continued progress towards current strategic initiatives to increase membership, grassroots fundraising, and overall program growth.

- *Build relationships, solidarity, and power in the thriving communities we serve*
 - Proven skills in building relationships and trust with key stakeholders and the poor and working-class communities in which we serve
 - Deep level of understanding community organizing and why organizing and building grassroots power is a solution to issues in our communities
 - Expand collaboration and cooperation with local groups, labor unions, and communities
 - Lift up and confront issues of race, class, and other drivers of inequity to improve communities in Western New York.

- *Member-led campaign management and program planning*
 - Provide leadership and guidance to develop, deliver, and assess effective environmental justice and equity-focused community organizing campaigns
 - Ensure programming and campaigns are aligned with Clean Air's mission, vision, and values
 - Ensure that existing policies and practices are followed in order to implement effective programming that meets the expectations of Clean Air's Board of Directors and membership.

- *Human Resources and Management*
 - Managing and coaching talented and strong team
 - Nurture and maintain an equitable and sustainable organizational culture that promotes collaboration, accountability, staff input, and wellbeing of staff and members
 - Manage and develop staff capacity and skills to achieve quarterly benchmarks and annual goals for organizing and advocacy, fundraising, and member development.

- *Lead fundraising efforts and manage finances*
 - Continue to grow and expand a diversified funding strategy that aligns with organizational values and mission, including set and achieve grassroots fundraising goals to resource ongoing organizing efforts
 - Provide fiscal oversight and manage the organization's budget
 - Work with Board of Directors, staff, and members to make sure financial needs are met through annual budget and fundraising activities
 - Confident fundraiser who is fearless in generating support for environmental justice, racial equity, and health campaigns directly affecting poor and working-class communities in Western New York
 - Work directly with the Executive Director of Black Love Resists in the Rust to provide administrative support and fiscal management to further their mission through our fiscal sponsorship agreement.

Leadership Abilities

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferrable skills. Clean Air is seeking candidates with demonstrated experience and skills in the following areas:

- Experience and knowledge in community organizing, coalition building, and winning systemic change and building power through grassroots organizing
- Background in institutional and grassroots fundraising and comfort or experience with member-led fundraising efforts. Knowledge of the complexities of the shifting funding and economic landscape, especially in regard to the current COVID crisis, is a plus
- Collaborative work style, particularly with staff, board, members, community campaign team members
- Ability to work with membership campaign teams who hold complex and accountable relationships with elected officials and government agency officials
- Experience in nonprofit management and effectively leading and developing staff
- Strong interpersonal skills including oral and written communications, good listening skills, and the ability to center the voices of members and communities in which we serve
- Build trust and nurture collaborative relationships with staff, board, poor and working-class community members, legislators, and external partners
- Experience organizing with poor and working-class communities; both communities of color and predominantly white communities. Comfort working in communities where English is a second language
- Background and passion for environmental justice, with an emphasis on point source pollution, corporate and governmental accountability, and legacy waste
- A demonstrated ability to develop and implement creative strategies to raise money from a variety of sources including individuals and foundations

- Familiarity with the role and position of grassroots social justice organizations within larger social movements.

Compensation and Benefits

This position offers a salary of \$58,000 - \$65,000, depending on experience. Clean Air offers a generous benefits package that includes top-of-the-line medical and dental insurance at 100% coverage, business travel expenses coverage, annual professional development stipend, and 401k retirement plan with 3% employer matching contribution. Paid time off is 40 total days per year, with 15 vacation days, 10 sick days, 12 holidays, and 3 personal days each year. Relocation expense coverage may be available.

Application Instructions

To be considered for this position, please email your resume, cover letter, and list of three references with contact information to ExecSearch@cacwny.org. Materials will be reviewed on an on-going basis and interviews scheduled on a rolling basis. Early applications are strongly encouraged. References will not be checked until the last round of interviews and candidates will be given an opportunity to notify their references in advance.

Clean Air Coalition provides an equal opportunity to all without regard to race, color, religious or non-religious affiliation, gender, gender identities or expressions, sexual orientation, national origin, physical disability, age, and/or veteran status. Clean Air centers race, class, and gender equity in our organization and work. We strongly encourage people of all traditionally marginalized identities to apply.