JOB POSTING: EXECUTIVE DIRECTOR

The New Jersey Environmental Justice Alliance (NJEJA) is an alliance of New Jersey-based organizations and individuals committed to working together to create healthy, sustainable and just communities by eliminating environmental injustices in low income and communities of color. Together we support and work with communities through local, state, and national policy development, targeted campaigns and organizing, education, advocacy, training and technical assistance focused on critical environmental justice issues.

The Executive Director, working with and reporting to the Board of Directors, has overall leadership for NJEJA, including fundraising, strategic and project planning and implementation, as well as organizational and financial management. Our Director must be a skilled, self-reliant leader, with the presence, confidence and communication skills to operate as a peer with an active, able Board, other non-profit leaders, governmental officials, community leaders, and funders. Our Director must also be a team player within our small nonprofit team where all employees and board members are expected to work together and share administrative tasks as necessary for the day to day effectiveness of NJEJA.

Our Director should embody and have deep experience and passion for environmental justice with previous experience that aligns with environmental justice principles, like the Jemez Principles. The Director should have a demonstrated commitment to environmental justice advocacy, activism and/or policy. The ED should be able to work in a dynamic environments at both the grassroots level in EJ communities and in legislative or policy settings.

The Director is expected to have experience and capacity to fundraise and manage the organization on a daily basis.

Duties and Responsibilities:

- In partnership with the Board of Directors, evaluate and revise NJEJA’s long term strategic vision, goals and positioning.
- Actively engage NJEJA members as well as other stakeholders around the state of New Jersey and nationally on issues of environmental justice.
- Run the day to day work of NJEJA and manage staff and volunteer work force.
- Develop, maintain, and support a strong and engaged Board of Directors.
- Educate public/elected officials regarding the issues of importance to NJEJA.
- Some travel required.

Fiscal, Development & Project Management

- Prepare and manage the organizational budget for review, editing, and approval by the Board.
- Prepare and manage project budgets
- Build and maintain relationships with funders together with Board members
- Write grants, manage grant funds, and submit all required grant reports
- Maintain financial records and prepare IRS returns to ensure compliance with relevant rules and regulations regarding 501(c)3 status
- Manage projects both directly, and through management of staff and contractors, to assure timely, high-quality deliverables
• Manage administrative tasks and relationships (i.e. bookkeeper, fiscal sponsor, etc.)
• Directly supervise NJEJA staff, fostering a healthy and productive work environment.

**Internal and External Leadership**

• Deepen and refine all aspects of communication—web presence, social media, newsletters, and physical presence as appropriate events to strengthen organizational recognition
• Maintain and grow membership to support public support of initiatives, as well as support of organization finances through membership dues
• Ensure Board Members and the General Membership are informed of activities and developments as appropriate
• Make presentations at organizations to further understanding of environmental justice and the policy positions of NJEJA. Persuasively convey the mission and policies of NJEJA to these organizations.
• Collaborate well with key public and private organizations, whose mission touches on EJ issues. Emphasize relationship building with possible partner organizations, funders, government and private sector entities.
• Organize conferences, board, membership and other related meetings and events with staff, partners and board members.

**Qualifications**

• Excellent writing, research, analytical and oral communication skills with ability to clearly communicate vision, goals, strategy, and outcomes.
• Ability to multitask and be flexible and adaptable in a fast-paced, dynamic environment
• Minimum 5 years of relevant professional experience, preference for experience in non-profit community organizations or with related social justice movement groups
• Bachelor’s degree or equivalent preferred. Advanced degrees, such as JD or MPA, can be counted towards minimum professional experience requirement.
• Experience managing staff and budgets preferred with a demonstrated commitment to equity and inclusion in the workplace.
• Ability to succeed in a collaborative community organization environment, including accountability to goals, ability to work independently, and prioritize tasks.
• Ability to effectively and respectfully communicate, collaborate and connect with people from various backgrounds, identities, experiences and positions.
• Significant experience with EJ communities and some development experience preferable.
• Alignment with NJEJA’s mission and values.

**Application Process**

To apply, please submit your resume along with a brief cover letter describing your interest in the position. You may combine the resume and cover letter into one attachment. **Applicants are encouraged to submit applications by March 2, 2020 to njejainfo@gmail.com; however, applications will be accepted until the position is filled.**

*NJEJA is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination. NJEJA is an Equal Opportunity Employer and we do not discriminate against any applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.*