



## **Executive Director Position Description**

### **About Green Columbus**

Founded in 2007, Green Columbus' mission is to promote sustainable living in Central Ohio. Annually, Green Columbus hosts Earth Day Columbus, which is the organization's signature event and the largest gathering of volunteers for Earth Day in the United States. Green Columbus also organizes Central Ohio's monthly Green Drinks event – informational gatherings and networking events focusing on sustainability. Green Columbus is currently led and managed by a volunteer Board of Directors with occasional, contract support for events as-needed.

For more information, please visit <http://greencbus.org/>

### **The Executive Director Role and Responsibilities**

Reporting to the Board of Directors, the Executive Director (ED) is a half-time (20 hours/week) contract position and will have overall operational responsibility for Green Columbus's programs, fundraising, expansion and execution of its mission. S/he will develop deep knowledge of field, core programs, operations, and business plans while maintaining day-to-day operations and administrative functions. S/he should be a self-starter who can define and grow this new position for the organization.

The ideal candidate will prioritize duties and develop this position into a full time, permanent position with Green Columbus. S/he will work virtually, with personal technology assets, to conduct said business remotely (Green Columbus does not currently have physical office space). The final candidate must successfully complete a reference and background check and provide own transportation for business travel (modest expense reimbursement available). The position requires weekend and evening attendance at events and the successful candidate will have a flexible schedule to accommodate Green Columbus events, programming and donor visits.

### **RESPONSIBILITIES**

We seek a mission-driven leader to help evolve and grow Green Columbus. Success will be demonstrated via the accomplishment of the following objectives:

#### **General Management**

- Manage all personnel, contractors and related HR processes & policies as needed
- Coordinate, implement and help evaluate working committees and on-going tasks of Board of Directors
- Execute organizational plans, contracts and policies on behalf of the Board of Directors



- Maintain official documents, and ensure compliance with federal, state and local regulations
- Align annual plans with long-range strategy, make consistent and timely progress
- Promote relationship-building and cooperative arrangements with community agencies

### **Communication, Marketing and Public Relations**

- Develop and maintain communications channels via e-mail, web and social media, effectively engaging constituents and appropriately representing the Green Columbus brand
- Be a visible leader to speak on behalf of Green Columbus to local media outlets and the general public
- Identify and manage relationships with organizations that may support and advance the mission of Green Columbus

### **Fundraising and Grants**

- Create a structure to identify, approach and solicit major donors
- Identify potential revenue streams via corporate and private gifts and provide stewardship to donors
- Design and implement fundraising plan, including grant administration and proposal writing
- Seek event sponsorships that align to the mission, vision and values of Green Columbus

### **Budget Management**

- Develop and maintain annual budget, financial statements and related financial practices
- Responsibly and effectively manage costs and expenses
- Actively solicit counsel and approval from Board of Directors for major fiscal decisions

### **Event Management**

- Plan and manage the annual Earth Day and fundraising events to include identification and selection of site, vendors, sponsors, and music; solicitation, training and management of volunteers; public relations and marketing of the event with a focus on safety, education and revenue generation
- Plan and manage monthly Green Columbus events to include the identification and coordination of site and guest speakers and public relations and marketing of the event
- Create ad hoc events with a focus on educational programming, outreach and fundraising

### **QUALIFICATIONS**

- Bachelor's degree required
- Demonstrated personal and/or professional commitment to sustainability



- Experience in management / leadership; non-profit management encouraged
- Prior experience working with non-profit organization(s) as volunteer or employee
- Strong experience developing and managing programs and events
- Executive presence to effectively represent Green Columbus to the general public
- Experience in marketing, public relations preferred
- Strong written and verbal communication skills
- Ability to effectively prioritize and manage a variety of tasks with a focus on detailed execution
- Creative thinker with the ability to inform and execute the strategic agenda in partnership with the Board of Directors
- Comfortability with and experience in fundraising and attaining corporate sponsorships
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships

For consideration, please provide a current resume with personal statement or cover letter to [tad@greencbus.org](mailto:tad@greencbus.org) .

*Green Columbus provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Green Columbus complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Green Columbus expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Green Columbus' employees to perform their job duties may result in discipline up to and including discharge.*