



## POSITION OF EXECUTIVE DIRECTOR OF THE ISLAND GREEN LIVING ASSOCIATION

### **Description of Organization:**

Island Green Living Association (ISLAND GREEN) is a St. John non-profit dedicated to preservation, conservation and sustainability. It got its start in 2004 and has been a guiding force on environmental responsibility since its inception. The organization began as Island Green Building Association (IGBA) and originally focused on promoting sustainable construction practices. On its tenth anniversary in 2014, the scope was expanded to include green LIVING practices, recycling and climate change issues, and the name was changed to Island Green Living Association. ISLAND GREEN believes a holistic approach to sustainable green living can help preserve and protect the spectacular beauty and natural diversity that provides ecological health, a sense of community and the unique quality of life on our islands.

### **Description of Job:**

The executive director will work with ISLAND GREEN's board, active members and staff to carry out the fund-raising, membership development and programmatic work of the organization. Good communication, administration, fund-raising and organizational skills are a must. The executive director will also be integrally involved in bringing the new Sustainable Living Center, where the community will have access to Island Green's expanded resources, to fruition.

### **Skills Needed:**

Specific skills needed include experience in:

1. Fund-raising, grant proposal writing
2. Building a membership organization
3. Communicating and working well with an active Board and membership
4. Managing and motivating volunteers and staff
5. Working well with both members and environmentalists
6. Assisting a nonprofit Board of Directors to carry out their fiduciary responsibilities.

### **Salary:**

Compensation based on experience.

### **Job Description: Executive Director**

The executive director is the Chief Executive Officer of ISLAND GREEN. The executive director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

## **Program Development:**

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Jointly, with the president and secretary of the board of directors, maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.
6. Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

## **Communications:**

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

## **Staff Relations:**

1. Prepares for the anticipated growth of the organization: develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff;
2. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
4. See that an effective management team, with appropriate provision for succession, is in place.
5. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
6. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

## **Budget & Finance:**

1. Be responsible for developing and maintaining sound financial practices.
2. Directs financial activities and makes decisions based on plans and policies developed in concert with the Board of Directors.
3. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
4. Engages with Treasurer and ISLAND GREEN Board in financial planning and diversification activities.
5. Establishes rigorous accountability standard for grant and budget tracking
6. Ensure that adequate funds are available to permit the organization to carry out its work.
7. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
8. Presents annual budget, quarterly financial reports for Board of Directors.

## **Fundraising and Marketing:**

1. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
2. Develops and sustains a diverse funding base. Emphasis will be on corporate and foundation giving, growing the membership base and developing an individual donor base.
3. Raises the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public.
4. Is responsible for volunteer management, public relations, education and membership programs; Implements creative strategies to increase membership and expand public awareness of the ISLAND GREEN's work and program value.
5. Oversees educational and outreach initiatives with school children, adults, and the general public.

## **Public Policy:**

1. Positions ISLAND GREEN as an effective, vital, island preservation organization.
2. Represents ISLAND GREEN at all appropriate public functions and makes effective public presentations.
3. Establishes and maintains contacts with key individuals in both the public and private sectors.
4. Ensures the representation of ISLAND GREEN's concerns to Territory policy makers, task forces, and advisory committees, planners and funding bodies.
5. Assures professional relationships with individuals and organizations which share a stake in environmental impact in the Caribbean.

## **Major Qualifications: The ideal candidate will have:**

1. Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills essential.
2. Understanding of not-for profits
3. Is visionary, trustworthy, diplomatic, understanding and innovative with high energy level
4. Ability to build collaborative ventures with diverse constituents
5. Passion for the mission of ISLAND GREEN
6. Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors, particularly on St. John
7. Excellent communication skills, both written and oral; strong presentation skills
8. The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management
9. Ability to raise the visibility of the organization through successful marketing including expansion of the membership base
10. Excellent analytical skills
11. Multi-cultural sensitivity
12. Experience working with and developing an effective Board of Directors
13. Legislative political savvy
14. Computer literate

The position is not limited to the above items. They are purely guidelines. Please note the candidate should be flexible and have a "can do" attitude to make the vision of the board come to fruition, thus improving the community and the environment. Candidate should be passionate about making a difference and preserving our islands.

## **To apply:**

Send cover letter and resume to Harith Wickrema, President, Island Green Living at [harith@islandgreenliving.org](mailto:harith@islandgreenliving.org).