



Dream in Green (DIG) Executive Director Job Description

Dream in Green is a Miami non-profit mobilizing our community to collectively respond to challenges faced by global climate change and energy security. We work to reduce energy, waste, and water within our community's schools, homes, and businesses and raise awareness and understanding of global climate change. Our programs emphasize education and behavior change. Dream in Green's largest program is the Green Schools Challenge (GSC), which is now operating in forty-three schools in Miami-Dade County. The goals of the GSC are to:

1. Educate students about energy, waste, water and global climate change;
2. Engage students in directly reducing the carbon footprint of their school and home through reducing energy, waste, and water and planting trees;
3. Save the school system money on energy costs.

Primary Responsibilities

Implement the policies and mission of DIG and promote a positive and rewarding work environment for all.

Fundraising

1. Lead organization by raising funds for DIG programming, including building foundation relationships/grant writing, major events, major donor requests and individual donation drives. Independently design, implement and monitor an annual development plan outlining fundraising goals, activities and timeline for completion.
2. Manage grant writing efforts; author proposals; maintain agreement documentation to ensure fulfillment of terms including receipt and expenditure of funds; design and monitor an annual grant making schedule; ensure all grant applications are completed in a timely manner; conduct ongoing foundation/donor research, and process and steward all gifts.
3. Manage the development, planning, delivery and debrief of DIG fundraising events; supervise board members and volunteers involved in supporting the events; manage the database of all DIG constituents and ensure that attendance and donations are tracked.

Operations

4. Supervise all fiscal and budgetary activities; develop and maintain sound financial practices; prepare and review budgets; manage income/expenditure accounting and reporting; and prepare and present monthly financial reports to board of directors.
5. Supervise the internal processes at DIG related to recruitment, employment and release of personnel (staff, interns, volunteers and consultants) pursuant to DIG policies and procedures; develop formal policies and job descriptions and ensure regular performance evaluations are held.
6. Manage the daily operations of the DIG office, including purchasing supplies, paying bills, and maintaining appropriate legal requirements.

Program Management



7. Lead and evaluate Green Schools Challenge program activities, including training and program facilitation. Coordinate the development and delivery of other applicable programs and projects as needed.
8. Supervise GSC staff, interns & consultants.

Board

9. Work closely with the Board Chair to ensure the recruitment, retention and supervision of a productive, professional board of directors. Assist the board of directors as needed with organizing monthly board meetings, committees, and other related meetings.

Communications

10. Serve as the primary spokesperson for DIG in the community; cultivate exceptional relationships with foundations, individual donors, community partners, lawmakers, and the media.
11. Manage internal and external written communications regarding administrative and resource development operations; update DIG's website; produce newsletters and/or updates; execute necessary legal documents; conduct official correspondence.

Required Qualifications & Skills

- Bachelor's degree
- At two years experience in nonprofit organizational management
- At least three years of fundraising experience
- At least two years of experience in organizational budget management
- Paid or volunteer experience that demonstrates a commitment to environmental sustainability and environmental education;
- Exceptional interpersonal skills -- must be collaborative in nature
- Excellent oral and written communication skills
- Strong project management, administrative and organizational skills
- Independence and efficient time management
- Excellent communication skills, both written and oral

Preferred Qualifications & Skills

- Master's degree in nonprofit management, environmental studies, English or communications
- Specialized fundraising skills in developing and managing events, marketing campaigns, planned giving programs, giving societies and monthly donor campaigns
- Board development and training experience
- Proficiency in basic web management and constant contact.

Please send resume and cover letter to info@dreamingreen.org by July 6, 2009.