



## EXECUTIVE DIRECTOR

### **Background**

Carbon Washington is a grassroots nonprofit focused on increasing demand for climate action and fighting for smart carbon policies. Our vision is net zero carbon emissions and a prosperous, healthy future. Originally formed by a group of prominent academics and community leaders to advocate for a statewide revenue-neutral carbon tax, we are now focused on legislative action, ballot measures, policy analysis, voter education, and other bipartisan approaches that make a meaningful difference while appealing to a broad array of citizens.

Our approach focuses on practical, effective, and economically rational climate solutions. We work to bridge the divide between global and local policy discussions, and we promote programs that are supported by diverse stakeholders to ensure policy durability. Our Board and Advisory Council members represent a diverse coalition of viewpoints, experience, and expertise, and we believe it is important to incorporate input from multiple fields such as economics, government, industry, science, media, and agriculture to help us form effective and actionable climate policy.

The organization consists of two entities: Carbon Washington Foundation (a 501(c)(3) responsible for education, policy analysis, and other charitable activities relating to climate action) and Carbon Washington Action (a 501(c)(4) responsible for policy advocacy and legislative work relating to climate action).

### **Qualifications of the Ideal Candidate**

The new Executive Director will be a collaborative and pragmatic leader with a commitment to climate action and strong management, fundraising, interpersonal, and communication skills. While candidates are not expected to have all of the qualifications enumerated below, the ideal candidate will possess many of the following abilities, attributes, and experiences:

- Professional experience in nonprofit, business, or government roles applicable to running a small nonprofit, including fundraising experience;
- A track record of leadership experience showing the ability to motivate people from diverse perspectives and in diverse roles;
- Experience managing staff and working with volunteers, and an understanding of how the two differ;
- Ability to be self-directed to achieve goals and work without daily oversight;
- Experience managing budgets, accounts, and metric-based programs;
- Familiarity with and general interest in climate issues and political campaigns (expertise in Washington State politics is valued but not necessary); and

- Strong communication skills, including the ability to understand nuanced policy issues and to convey policy positions in a thoughtful, credible, balanced, and articulate manner.

## **Essential Duties and Responsibilities**

### ***Leadership and Vision***

- Develop and manage execution of strategy in conjunction with the board and other volunteers.
- Develop and grow the organization’s fundraising efforts, including from major donors and foundations.
- Serve as a persuasive spokesperson for Carbon Washington.

### ***Internal Growth***

- Establish, build, and maintain relationships with volunteers who drive the organization.
- Ensure cohesiveness between the board, committees, and a small staff.

### ***Management and Programs***

- Administration: Support the effective execution of campaigns and programs. Identify organizational needs and recruit staff, consultants, and volunteers to meet those needs.
- Board relations: Assist the board chair in planning the agenda and materials for board meetings. Regularly brief the board on the status of the organization.
- Communication programs: Support the communications team in developing and executing communications programs including newsletters, media relations, social media, etc.
- Policy programs: Support the policy team in developing and evaluating climate change policies.
- Advocacy programs: Support the advocacy team in developing programs that advance Carbon Washington’s mission through lobbying, elections, and events.
- Finance: Oversee the organization’s financial operations, including working with the Treasurer and Board during the budget process and ensuring that sound financial controls are in place for both entities. Maintain accounts as needed by the organization. Maintain tax and political-spending compliance with state and federal regulators for both entities.

## **Application Process**

Please submit a cover letter and resume to [jobs@carbonwa.org](mailto:jobs@carbonwa.org). Review of applications will begin October 14, 2019. The salary for this position will be commensurate with experience.

Carbon Washington is an equal opportunity employer and offers a flexible work schedule. We encourage applications from all qualified individuals.