



**Urban Green Lab  
Executive Director  
Nashville, Tennessee**

Urban Green Lab, a Nashville, TN nonprofit dedicated to improving well-being through sustainability education, is seeking an Executive Director to advance its mission by growing programming, partnerships, and visibility, achieving financial sustainability, and managing and directing volunteers and staff. The ideal candidate will have: management or leadership experience in a non-profit, business, or government setting; be a self-starter who is entrepreneurial, energetic, well organized, and capable of functioning independently; have demonstrated experience raising funds and managing budgets; have the ability to motivate people and work collaboratively; exhibit excellent written and verbal communication skills; and have a strong knowledge of sustainable living.

**GENERAL DUTIES AND RESPONSIBILITIES**

Under general direction of the Board of Directors, the Executive Director explores new ideas, program approaches, and strategies that will maximize Urban Green Lab's effectiveness and keep it in the forefront of its niche within Nashville's nonprofit community.

Plans and executes fundraising strategy in consultation with the Board. Designs and implements a plan of identification and cultivation of major gifts and corporate donations. Cultivates and maintains relationships with corporate and foundation representatives. Identifies grant opportunities and oversees submission and management. Develops and implements Urban Green Lab's annual campaign and online giving, fundraising events, and appeal packages.

Oversees all management functions, including accounting policies and procedures; organizational policies and procedures; strategic planning; staff and volunteer hiring and performance evaluation; budget development and monitoring; internal and external financial reporting; annual audits; cash management, banking, and investments.

Organizes school and community-based programming in partnership with nonprofits, businesses, local government, and others. Oversees operations of the Mobile Lab, a traveling classroom that visits local schools, and manages staff and volunteers who handle day-to-day logistics and content.

**BASIC KNOWLEDGE AND SKILLS**

Well-developed – and successfully tested – leadership skills. Strong skills in all areas of non-profit or business management, including fundraising, strategic planning, annual planning, budgeting, project management, project evaluation, and financial management.

Ability to communicate to a variety of forums, stakeholders, types of people, and organizations, and to utilize media to communicate key issues and enhance the value of Urban Green Lab. Ability to represent Urban Green Lab effectively before foundations, corporations, and major gift prospects.

Ability to facilitate, negotiate, and consummate alliances and joint ventures with other organizations.



Understanding of communications and workplace technology and its current and potential uses to serve Urban Green Lab's mission and operations. Specific knowledge of Salesforce and Quickbooks a plus.

Appreciation for the importance of maintaining a high level of accuracy in all Urban Green Lab's products and the ability to put appropriate procedures in place to provide quality assurance throughout the organization.

High degree of integrity, evoking strong ethical standards and trust. Exceptional interpersonal skills that enable the individual to develop and sustain good relationships. Results-oriented, with demonstrated capacity to implement effective, performance-based management. Entrepreneurial, ability to recognize targets of opportunity and revise/adapt Urban Green Lab's plans accordingly. Decisive, balanced, with an organization-wide perspective, willing to make and implement difficult decisions in a timely manner.

Passion for Urban Green Lab's mission, including, but not limited to issues of sustainability, energy and climate, water, transportation, agriculture, and consumer behaviors.

#### **EXPERIENCE**

Requires at least five years of progressively responsible experience as an executive director, chief operations officer/vice president, deputy director, program director, campaign manager, and/or related roles in non-profit, business, or government settings.

#### **COMPENSATION, HOURS, LOCATION**

This is a full-time position in Nashville, Tennessee. The salary is commensurate with experience, plus benefits.

#### **TO APPLY**

Please submit a cover letter, resume, three references, and salary requirements via email to Carrie Plummer at [UGLExecutiveDirector@gmail.com](mailto:UGLExecutiveDirector@gmail.com). Email materials in Word or PDF format only. No phone calls please. Deadline: July 11, 2016 or until filled. To learn more about Urban Green Lab, visit [www.urbangreenlab.org](http://www.urbangreenlab.org).

*Urban Green Lab is an equal opportunity employer.*