



JOB ANNOUNCEMENT CO-EXECUTIVE DIRECTOR: ENVIRONMENTAL JUSTICE

The [Center for Environmental Transformation](#) (CFET) seeks a co-executive director to join our management team. Working with the newly appointed co-executive director, they will lead CFET in pursuing its mission effectively, sustainably and responsibly.

While the co-executive directors will have areas of CFET operations and management that fall under their proper purview, both speak for CFET when they speak to our stakeholders. Our goal is a fully collaborative model of leadership, which calls for individuals committed to the work necessary to make such a model successful.

CFET staff commit to following the [Jemez principles](#) of democratic organizing.

Co-Executive Director Responsibilities

The Environmental Justice Co-Executive Director will be responsible for the following:

- **Environmental Justice Organizing**
 - serve as the public face of CFET's EJ organizing work and a main contact for the Camden community
 - research information relevant to EJ focus areas (polluting industry best practices, public health literature, DEP permits, legal options)
 - maintain contact with local political reps, NJDEP, community groups, and partner orgs
 - convene regular community listening sessions and educational workshops
 - coordinate advocacy campaigns around concerns identified through community input
 - collaborate with regional EJ community and tie local efforts to broader EJ movements
- **Immersion Experiences**
 - oversee and develop up to week-long overnight experiential learning opportunities for up to 24 college or high school students, including marketing, maintaining effective relationships with service site partners and sending institutions, and ensuring an impactful experience for our visitors
 - develop, update, and improve EJ related curriculum and messaging on an ongoing basis

The Co-Executive Director, with their management partner, will also be responsible for:

ORGANIZATIONAL HEALTH

- Exhibiting a passion for and dedication to the advancement of CFET's mission and the community it exists to serve
- Fostering shared leadership, inclusive and positive relationships between the board, staff, organizational stakeholders and donors
- Thinking systemically to identify and address changes and trends in the community

- Ensuring that CFET has the human, financial, and operational resources to fulfill its mission
- Championing a commitment to advancing social justice and undoing institutional racism, while ensuring a diverse, equitable, and inclusive workplace

TEAM LEADERSHIP AND DEVELOPMENT

- Cultivating a climate that invites and inspires top quality staff and volunteers from diverse backgrounds; providing the platform and support for them to authentically lead in our community
- Modeling and ensuring an inclusive, welcoming, and inspiring organizational culture aligned with our values
- Providing mentoring, professional development and performance management of staff
- Ensuring there is a sound organizational structure aligned with CFET's priorities of equity and inclusion

BOARD OF DIRECTORS

- Cultivating a board of directors that reflects the diversity of the community we wish to serve – especially people of color and other underrepresented groups.
- Managing the board of directors to ensure they are meaningfully engaging on overall programming and policy strategy, organizational health and fundraising
- Serving as conduits between the board and the staff, volunteers, and organizational stakeholders
- Supporting a functional board structure and providing board members with information, counsel, and tools needed to govern and support the organization in a meaningful way
- Working with the board to develop annual operational, fundraising and programmatic priorities that are aligned with the strategic plan for CFET

DAILY OPERATIONS

- bookkeeping and payroll
- grant writing, and donor outreach and relations
- budgeting and fundraising strategy
- staff management
- oversee maintenance of website and social media platforms
- oversee maintenance and operation of building and properties
- represent CFET in meetings, local media, and the general Camden community
- maintain coherence of programming across the organization - integrate programming as much as possible
- capture program metrics

Salary and Benefits:

1. Salary will be commensurate with experience and scope of responsibility
2. 100% healthcare, does not include dental and vision
3. 21 vacation days, 12 sick days, 12 holidays

Position to start by end of 2021.

Send letter of interest and resume, with two professional references, to president@cfet.org. In your letter, address 1) the attractiveness of a co-executive director management structure and 2) what makes you ideal for a) environmental justice organizing and b) leading immersion experiences. Applications will be accepted until September 30th or until the position is filled.