

**Executive Director**  
**Sustainable Saratoga**  
**Job Description and Responsibilities**

**Leadership and Management:**

- Ensure ongoing local excellence in administering and evaluating Sustainable Saratoga's programs, with the ability to establish timelines and resources needed to achieve strategic goals.
  - Attend all Board of Director and committee meetings if possible.
  - Work closely with Board, staff, and committees to implement a broad range of programs and policy initiatives.
- Assist the Treasurer, staff, and consultants as needed in the fiscal management of the organization, including leading the annual budgeting process and ensuring timely, accurate recording and reporting of income and expenses.
- Work effectively with, manage, and support organizational staff and independent contractors, and a strong Board of Directors. Assist in Board hiring efforts.
- Regularly evaluate the effectiveness of organizational programs, in order to monitor successful outcomes and to effectively communicate with the Board, funders, and other constituents.
- Participate collaboratively with other organizations in the community, including other not-for-profits and educational institutions.

**Fundraising and Communications:**

- Direct and participate in the development of revenues and resources sufficient to support existing program and policy operations and possible eventual regional expansion.
  - Organize fundraising efforts, including the Annual Appeal.
  - Secure donors and program sponsors, and foster donor/sponsor relations.
  - Explore grant possibilities and apply for appropriate grants.
  - Develop strategies for monetizing organizational programs.
- Oversee all levels of communications, from web and virtual presence to external relations, in order to establish public education and marketing programs.



- o Oversee and cultivate both print and social media relations.

### **Organizational Mission and Operations:**

- Work collaboratively with Board members, staff, and consultants to ensure that the organization's mission is fulfilled through strategic planning, program and policy implementation, and community outreach.
- Develop working relationships with local officials and their staff.
- Monitor local government meetings and communicate as needed at those meetings and at community and regional events.
- Serve as primary spokesperson to the organization's constituents, government officials, the media, and the general public; coordinate Board participation in those efforts.
- Assist the Board in developing organizational policies and procedures.
- Develop for Board approval contracts for services.

### **Qualifications**

The Executive Director will have proven leadership, as well as administrative and management skills.

- Knowledge, passion, and engagement with Sustainable Saratoga's mission and activities, which include conservation of natural resources and indigenous species, climate change, reducing waste, urban forestry, and sustainable urban practices.
- Proven ability as an organization leader. Experienced fundraiser. Experience with fundraising. Skilled at written and verbal communication. Understanding of advocacy, advocacy organizations, and the creative strategies that inspire success.
- Bachelor's degree required; advanced degree(s) preferred. Experience with not-for-profits preferred.

Please send resume with cover letter to [info@sustainablesaratoga.org](mailto:info@sustainablesaratoga.org)

