



Executive Director

OPPORTUNITY PROFILE

EarthCorps
6310 NE 74th St
Suite 201E
Seattle, WA 98115

About EarthCorps

EarthCorps is a Seattle-based non-profit that cultivates leaders and community partnerships to advance environmental justice. We believe in the power of people – acting through their collective responsibility to one another and our planet – to tackle the most pressing challenges facing our world. We envision an equitable world where *all* people and nature thrive together.

EarthCorps is committed to becoming a more liberated and anti-racist organization. Through a lens of diversity, equity, and inclusion, EarthCorps is building a network of leaders who have the cultural competency and skills to build a new future, while restoring vital lands and waters and connecting people to nature. This work is ongoing and the organization is committed to being transparent with program participants about our work, as well as including their input to drive the direction of the organization towards a healthier, equitable, and sustainable community for *all*.

To cultivate this important work, we train young leaders in ecological restoration. We bring together young adults – who we call corps members – from the US and across the globe for an environmental leadership development and green-jobs training program where we care for the lands and waters of Puget Sound. Corps members gain hands-on leadership experience, cross-cultural skills, and learn technical environmental restoration while building a close-knit community as they care for our natural world. These emerging environmental leaders “think globally and act locally” to complete restoration projects such as native tree planting, invasive plant removal, salmon stream restoration, wetland and shoreline restoration, and trail construction.

EarthCorps is embarking on our next chapter: we are in the early stages of implementing a new **Strategic Plan**, a bold guide that is leading us as we transform our organization to meet the environmental justice and racial equity needs of today. To learn more about EarthCorps, visit <https://www.earthcorps.org/>.

Commitment to Racial Equity

EarthCorps strongly believes in the values of diversity and inclusion. We work to ensure that everyone, regardless of who they are or the work they perform for our organization, feels involved and supported in all areas of our operations. In addition to that basic principle, we are striving to become an anti-racist organization. We stand in solidarity with the Black community and are deeply committed to racial equity in our internal and external work.

People of color are disproportionately impacted by environmental hazards, and far too often the organizations that advance environmental work perpetuate similar injustices, excluding people of color from educational and job opportunities in this space. A world in which *all* people and nature thrive together requires leaders who understand that social injustice and environmental issues are intertwined, and we will solve neither, if we fail to solve both.

About the Opportunity

The Executive Director (ED) is responsible for fulfilling EarthCorps’ mission by providing leadership and direction to all areas of the operation. The ED supervises the organization and oversees program development and evaluation, operations, finance, fundraising, and public relations. The Executive Director also ensures compliance with all government regulations and works with the Board of Directors to both provide direction to the organization and secure resources.

The Board of Directors seeks an Executive Director who is a visionary leader with a passion for the environment,

community, racial equity, and leadership development in young adults. The successful candidate will utilize their high-level management and development skills to lead the development and implementation of a new strategic vision for EarthCorps. This dynamic leader will embody EarthCorps' commitment to racial justice and will have the lived experience to authentically model these values internally and externally.

Essential Responsibilities and Functions

COMMITMENT TO EQUITY AND RACIAL JUSTICE

The ED will have a deep commitment to equity and racial justice with the desire to actively work to dismantle societal practices rooted in inequity and systemic injustice. They will be confident and comfortable in leading and engaging in conversations related to social justice, racial equity and justice, and anti-Black racism. Known as an active listener and responsive leader throughout the organization, this leader will demonstrate the capacity and willingness to bridge differences regarding issues of race, socioeconomic status, gender, and other aspects of identity.

The ED will be energized by the prospect of leading the organization's staff and Board of Directors in developing awareness, comfort, and confidence to address and champion equity and justice in all aspects of the organization. Equipped with a multi-faceted understanding of the evolving DEIB (Diversity, Equity, Inclusion, and Belonging) landscape and best practices, the ED will lead the organization's efforts to develop shared language and strategies to examine and dismantle implicit and explicit bias, racism, sexism, and other forms of discrimination.

VISION, MISSION, AND STRATEGIES & IMPLEMENTATION

Working with the Board of Directors, the ED will work to advance and execute the mission and strategic plan. The ED will identify opportunities and challenges for the organization and work to leverage or mitigate them as part of the overall strategy.

FUNDRAISING AND RESOURCE DEVELOPMENT

With the Board and appropriate staff, the ED will further develop and implement current fundraising and financial development strategies to optimize the combined strengths, knowledge and relationships of all to achieve the required financial resources needed to achieve EarthCorps' mission. The ED will demonstrate skills in fundraising and resource development, including securing major gifts from high-net-worth individuals, foundation grants, corporate sponsorships, and the like to fuel growth. The ED will reinforce and deepen strong relationships with current donors and lead the work to attract considerable additional support. They will make a compelling case for as much unrestricted support as possible to entrust EarthCorps with knowing how the resources are best mobilized.

FISCAL MANAGEMENT

The ED ensures that solid planning, budgeting, tracking, and reporting systems continue to be in place to serve EarthCorps' goals and ensure its financial health. The ED takes responsibility for meeting the commitments of the \$5M budget and the annual operating plan ensuring the annual audit continues to be accurately prepared with no significant findings. The ED will make strategic resource allocation decisions with the ability to adjust as opportunities and challenges arise.

PROGRAM AND OPERATIONS MANAGEMENT

The ED hires and leads a staff of 22 to manage and administer EarthCorps' programs and services, demonstrating a thorough knowledge of EarthCorps' mission and an understanding of the technical, operational, and ethical issues involved.

ED/BOARD PARTNERSHIP

The ED and the Board have joint responsibility for developing and maintaining a strong working relationship and a system for sharing information. The Board provides clear direction to the ED on priorities and job performance expectations. The ED will be forward thinking and proactively communicate with the Board around sensitive or controversial issues. This individual will prioritize building authentic relationships with Board members, fostering an environment of inclusivity, transparency, and mutual respect. Together, they will collaborate to amplify the organization's efforts in supporting underserved communities and advancing racial justice and equity.

BOARD/STAFF RELATIONSHIP

The ED creates opportunities for staff to interact with Board members to ensure mutually supportive and good working relationships.

EXTERNAL COMMUNICATION AND PUBLIC RELATIONS

The ED will be an innate relationship builder with dynamic and effective interpersonal and communication skills to inspire trust and confidence from broad and diverse audiences to support the work of EarthCorps. The ED takes responsibility for building systems and implementing strategies that effectively build support in the community for EarthCorps. This individual will adapt and adjust flawlessly to different audiences from grassroots organizations, community partners, and social and racial justice leaders to elected officials, policymakers, and other philanthropic leaders. The ED will possess a strong record of community engagement and will be an exceptional communicator who engages with and builds community by uplifting the voices of others, particularly from marginalized and underrepresented communities.

ORGANIZATIONAL CULTURE

The ED leads by example in establishing an organizational culture of equity, transparent communication, clear visioning, goal setting, and execution that engages team members at all levels of the organization and establishes EarthCorps as an equity-centered organization.

CHANGE MANAGEMENT

The ED lead the organization in its continuation in implementation of its new strategic plan with prioritization of the environmental justice and racial equity components. The ED will bring an understanding of what it means to lead an organization during a time of transformation and change. The ED will be nimble and responsive to the ever changing landscape of climate change, pollution, and ecological degradation. The ED is flexible, pivots when necessary, and provides staff with the resources and support they may need.

Essential Qualifications

The successful candidate will be a visionary team leader who inspires, motivates, and creatively problem solves. They will possess the following essential qualifications:

ORGANIZATIONAL AND OPERATIONAL LEADERSHIP

- Demonstrated ability to provide visionary and inclusive leadership and inspire and motivate staff members.
- Demonstrated ability to empathize with and support early-career professionals' leadership growth and career development.
- Demonstrated ability to create and implement strategic plans.
- Proven organization management, planning, administrative and supervisory skills.
- Understanding of different leadership models. Can effectively make decisions and maintain a culture of transparency.

- Demonstrated ability in strategic planning and change management.
- Experience working with a volunteer Board of Directors.
- Knowledge and experience operationalizing racial equity within an organization.
- Demonstrated ability to oversee complex operational programs serving targeted clients or recipients.
- Ability to develop and lead others.

FINANCIAL LEADERSHIP

- Demonstrated ability to coordinate and work with a broad range of public agencies, nonprofit organizations, and diverse funding sources.
- Significant fundraising experience to effectively nurture, build, and sustain relationships with mission aligned donors as well as experience raising funds from public and private sources, including high net worth individuals, government, companies, corporate sponsorships, and foundations. Experience generating revenue to meet or exceed growth goals paired with confidence asking for philanthropic support.
- The ability to share a compelling story that paints an inspiring vision, tailored to diverse audiences, sectors, and communities.
- Comfort working closely and productively with donors without compromising on values or programmatic commitments.
- Working knowledge of non-profit financial statements, accounting practices, and audit practices.

PERSONAL QUALITIES

- Personal values and lived experience that are aligned with EarthCorps' commitment to equity and racial justice
- A demonstrated commitment to diversity, equity, and inclusion, both personally and professionally, including experience leading or being part of work to enhance teams, culture, and programs through a DEI lens centering those most impacted by systemic oppression –largely low-income communities of color.
- Passion for working with young adults and understanding of generational dynamics.
- Passion for environmental justice.
- Excellent interpersonal and conflict resolution skills.
- Skilled in fostering, building, and maintaining relationships and partnerships to achieve mutual goals.
- Excellent oral and written communication skills. Experience making presentations to government agencies, individual donors, and/or foundations.
- Ability and willingness to travel as needed for meetings, fundraising events, conferences, and speaking engagements.
- Highly motivated, organized, creative, self-directed, and flexible.
- Positive attitude and a sense of humor.
- High self-awareness/emotional intelligence.
- Growth mindset, open to change and trying a new way of doing things. Approaches challenges with curiosity.
- Commitment to the goals of an international conservation service corps program.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At EarthCorps, we are committed to building a diverse organization and strongly encourage applications from members of marginalized communities, including, but not limited to Black, Indigenous, and people of color, women, and the LGBTQIA+ and disabled communities. If you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Compensation and Benefits

The salary range for the Executive Director position is \$140,000-\$160,000/year.

Competitive benefits package includes:

- **Vacation:** 15 days per year.
- **Holidays:** 14 holidays and 2 floating holidays per year.
- **Additional Time-off:** The office is closed for 12 business days in December/January.
- **Sick leave:** 12 days per year.
- **401(k) retirement plan:** with 3% match after 6 months.
- **Employer-paid insurance premiums:** Includes medical, dental, vision, and disability.
- **Additional Benefits:** Life Insurance, FSA/HSA, Employee Assistance Program, discounted ORCA Card, and ProDeals.

COVID-19 CONSIDERATIONS

We require all employees be fully COVID-19 vaccinated prior to the start of employment. Proof of a completed COVID-19 vaccination should be submitted on or no later than your scheduled start date. If you believe you are entitled to either a medical or religious exemption to our vaccination requirement, please contact Human Resources and your situation will be evaluated.

How to Apply

Applicants should email a cover letter and resume in PDF format to EDsearch@earthcorps.org with the subject line "EarthCorps - Executive Director Search." Cover letters will be evaluated as a writing sample. In your cover letter, please describe how your experience and skills are a fit with EarthCorps' goals, mission, and vision for the future **AND share how your lived and/or professional experiences inform your understanding of what it means to be anti-racist.**

Application materials must be directed to the email address above. The priority deadline is October 4, 2024. All applications will be reviewed by the priority deadline. Any application submitted after the priority deadline will be reviewed on a rolling basis. We expect to conduct interviews in September and October and hope to make an offer in November for a Jan 1, 2025 start date. The timeline is flexible and the position will remain open until we find the right candidate.

- Questions regarding the Executive Director role can be directed to:

Evlyn Andrade, Executive Director, EarthCorps

evlyn@earthcorps.org

EarthCorps is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. EarthCorps is committed to building a diverse organization and strongly encourages applications from members of marginalized communities, including, but not limited to Black, Indigenous, and people of color, women, and the LGBTQIA+ and disabled communities. We encourage you to apply even if you do not meet all the qualifications listed above.