

--- POSITION AVAILABLE ---

**EXECUTIVE DIRECTOR**  
**LITERACY FOR ENVIRONMENTAL JUSTICE**  
San Francisco, CA

**ABOUT THE ORGANIZATION**

Founded in 1998 by a coalition of youth, educators, and community leaders, LEJ addresses the ecological and health concerns of Bayview Hunters Point and the surrounding communities of southeast San Francisco.

To learn more about LEJ, visit us at [www.lejyouth.org](http://www.lejyouth.org).

**ABOUT THE POSITION**

LEJ seeks a creative and inspired Executive Director whose senior management background in the non-profit field illustrates a commitment to community organizing and advocacy around the issues of environmental justice and youth development. The ideal candidate will have strong management skills and a track record in securing funds from diverse sources. Experience managing a diverse staff, acting as a mentor to staff members and ensuring their professional development will be highly valued. Also highly desired is a leader capable of building bridges and partnerships in the community. We especially encourage applications from persons of color who reflect the diversity of the Bayview Hunters Point (BVHP) community.

**PRIMARY DUTIES AND RESPONSIBILITIES**

The Executive Director is responsible for overall direction and management of programs, personnel, fundraising and finances of LEJ. A major responsibility is guiding the final construction and launch of LEJ's "EcoCenter" – an environmental education center at Heron's Head Park that will be the first totally off-grid building in San Francisco. In consultation with the Board of Directors, the Executive Director oversees the organization's strategic direction and program development. The Executive Director is the primary contact between LEJ partners and stakeholders in the civic, philanthropic, and BVHP community.

**SPECIFIC RESPONSIBILITIES**

**Community Representation**

- Serve as a spokesperson and consensus builder for LEJ in the community, developing and maintaining contacts with civic, philanthropic, and community leaders.
- Act as a local, regional, and national leader on behalf of LEJ and the environmental justice movement.

**Fund Development**

- Primary organization fundraiser -- works in concert with development staff to set fund strategies, develop grants and cultivate individual donor, government, foundation and corporate sponsor relations.

### **Financial and Organizational Management**

- Develop and manage a \$1 million+ budget and the overall fiscal management of LEJ with the support of the operations manager and contract accountant.
- Maintain official records of LEJ activities and meetings, and file reports to the LEJ Board as directed.

### **Program Development**

- Actively lead development of new programs and expand existing programs in collaboration with staff and community partners. Bring a creative and entrepreneurial enthusiasm to developing programs addressing food security, inner-city eco-restoration, redevelopment, youth programs and other key areas of LEJ's activity.

### **Staff and Office Management**

- Recruit and supervise staff, and serve as the liaison between staff and LEJ Board.
- Ensure training and professional development of staff members.
- Ensure the viability and smooth operations of the LEJ office.

### **REQUIRED QUALIFICATIONS**

- Minimum of 5 years work experience in a senior or executive capacity at a nonprofit organization with a diverse workforce; experience in financial management and multiple program management.
- Demonstrated commitment to and leadership role in the environmental justice movement.
- Demonstrated commitment to youth leadership and natural comfort working in a youth based environment.
- Experience working in communities of color.
- Experience in successful fundraising for non-profit organizations.
- Ability to prioritize, delegate work, and manage a staff.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

### **DESIRED QUALIFICATIONS**

- Experience conceptualizing, piloting and managing innovative programs.
- Experience building and working effectively with a Board of Directors.
- Experience leading a strategic planning process.
- Talented at building bridges and partnerships.
- Connections in political and philanthropic circles.
- Strong human resources skills.
- Demonstrated success in building a high-impact team comprised of individuals of diverse backgrounds, skills and aspirations.
- Construction management experience is a plus.

### **SALARY AND BENEFITS**

LEJ is offering a competitive salary and benefits package. Compensation will be based on the selected candidate's experience and qualifications.

## **APPLICATION PROCESS**

Applicants should send a resume and cover letter describing their qualifications and interest in the position to [edjob@lejyouth.org](mailto:edjob@lejyouth.org). Interviews will start October 1 and will continue until the position is filled. Resumes without cover letters will not be considered. Please, no phone calls.

**LEJ is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation or political orientation.**