

Title: **Executive Director**  
Reports to: Board of Directors  
Location: Environmental Action Committee of West Marin (EAC)  
65 Third Street, Suite 12, Point Reyes Station, CA 94956  
Hours: 40 Hours/Week  
Rate: \$94,400 - \$102,000 annually, DOE  
Status: Benefit Eligible, Exempt  
Posting Date: November 13, 2023  
Start Date: February 1, 2024, or earlier.



**Organization Overview:** The EAC works to protect and enhance the unique lands, waters, and biodiversity of coastal Marin County, California, advocates in support of EAC's environmental goals, and fosters public engagement.

**Position Overview:** The EAC's Executive Director provides overall leadership for the operation of the organization. The Executive Director is responsible for implementing programs and policies set by the Board of Directors, supervising staff, fundraising, finances, grant applications and management, communications and outreach, member cultivation, and the general well-being of the organization.

#### **Duties:**

##### **Leadership/Supervision/Administration:**

- Provide leadership for the organization, including formulating environmental policy positions, developing and executing plans to raise private funds, and obtaining grants and other resources for projects that accomplish EAC's mission.
- Mentor, manage, and collaborate with a small team of staff, interns, and members serving as volunteers to accomplish organizational objectives.
- Work with the Board to develop an annual action plan for the organization and its positions and strategies on environmental issues.
- Help recruit Board members.
- Collaborate with community organizations and volunteers to amplify EAC's environmental policy positions and activities.
- Maintain a sustained commitment to diversity, equity, and inclusion principles.

##### **Advocacy/Outreach:**

- Coordinate research and develop policy positions on key environmental issues.
- Build consensus, develop effective coalitions, and collaborate with diverse interests in support of EAC policy positions.
- Represent EAC with public agencies and other organizations as to policies affecting West Marin, including Marin County government, California Coastal Commission, National Park Service, and other local, state, and federal environmental agencies.
- Direct public outreach and messaging through EAC's website and social media and serve as spokesperson to all media outlets. Oversee periodic EAC newsletters and monthly e-alerts to members.
- Organize and participate in EAC events.

**Fundraising/Fiscal Management:**

- Be responsible for the financial health of the organization, including fundraising and the securing of major gifts and grants.
- Prepare and implement an annual plan and budget with a focus on financial capacity and long-term security.
- Raise sufficient revenue from members, events, grants, and major donors to sustain and grow the organization.
- Manage the organization's resources within its approved budget. Provide regular financial, administrative, and programmatic reports to the Board.

**Desirable Qualifications:**

- Demonstrated understanding of environmental/climate issues and personal commitment to EAC's mission.
- Education: BA + relevant post BA
- Experience working in the non-profit sector and with environmental issues.
- Excellent organizational and personnel management and team-building skills.
- Experience building coalitions.
- Excellent oral and written communication skills.
- Proficiency in cloud-based collaborative software.
- Dedication to maintaining high standards for quality and professionalism in EAC.
- Ability to adapt to changing priorities and circumstances.

**Start Date: Negotiable, February 1, 2024.**

**Benefits and Salary:**

This position is funded at 40 hours per week.

*Health Insurance:* 100% Coverage of Health Insurance Benefits within EAC's network.

*Retirement Benefit:* 3% match by employer.

**Personal Time, Sick Time, Holidays, and Fitness Benefit Hours:**

*Personal Time Off (PTO):* Generous PTO policy that allows accrual per pay period with up to 80 hours annually to start.

*Sick Time:* Annual sick time of 24 hours for personal health care and to provide care to family members.

*Holidays:* 14 paid holidays per year.

*Fitness Benefit Hours:* EAC employees are eligible for 2 hours of paid fitness benefit per week.

**About EAC:**

We offer a flexible, collegial environment with a small but dedicated team. Established in 1971, our mission is to protect and sustain the unique lands, waters, and biodiversity of West Marin. EAC is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, and protected veteran status.

**To Apply:**

If you are interested in the position, please email your resume, cover letter, and 3 references to [board@eacmarin.org](mailto:board@eacmarin.org) with "Executive Director" in the subject line. We encourage applicants to apply as soon as possible. The application period is rolling with a deadline of December 15, 2023.