



JOB TITLE: Executive Director

LOCATION: San Francisco Bay Area (home office, location flexible)

FLSA STATUS: Exempt

**ChangeScale Executive Director
Position Announcement
March 13, 2018**

ChangeScale is seeking a dynamic leader who will work to advance culturally relevant environmental education so it is accessible and meaningful to all young people. The Executive Director will provide strategic vision, fundraising acumen, and creative leadership for a dynamic alliance of diverse organizations working to strengthen and build the field of environmental education. This is a rare opportunity for an exceptional leader to strengthen and grow a network of 50 member organizations that are working collaboratively to advance the field of environmental education in the San Francisco and Monterey Bay Area.

The Executive Director reports to the Steering Committee of ChangeScale, which has a rotating Chair, and to the Executive Director of the Trust for Conservation Innovation, its fiscal sponsor.

About ChangeScale

Founded in 2011 by leading practitioners and researchers in the San Francisco and Monterey Bay Area, ChangeScale is dedicated to enhancing the quality of environmental education, increasing equitable access to environmental learning experiences, integrating research into practice, and sharing successful partnership models among diverse organizations.

ChangeScale partners work together to ensure every generation is inspired with the environmental know-how needed to create healthy communities and a healthy planet.

In 2015, ChangeScale launched a five-year business plan with the goals of (1) supporting the growth and effectiveness of the field of environmental education, and (2) forging community partnerships to expand access to environmental education to 150,000 Bay Area K-12 students. More than 120 environmental education organizations have participated in ChangeScale's network to date, with 50 institutional members demonstrating their support through annual dues. Over the last three years, ChangeScale has launched school district partnerships with four school districts across the Bay Area, helping to design and implement environmental literacy strategies district wide which will benefit 44,500 students. ChangeScale also hosts quarterly professional development workshops for environmental educators on topics ranging from cultural relevance, equity, and inclusion to program evaluation.

Position Summary

The Executive Director will lead the fundraising, partnership development, strategic and program planning, and membership expansion of ChangeScale, leveraging the skills and resources of the volunteer Steering Committee and ChangeScale's institutional member base. The Executive Director will also have access to funds to leverage part-time staff or contractors

to assist with achieving ChangeScale's mission. The Executive Director will oversee an expense budget of approximately \$350,000 per year and is responsible for securing equivalent earned revenues and philanthropic dollars.

ChangeScale values diversity, equity, and inclusion. We strive to diversify our workforce and seek applications from individuals from all backgrounds.

Responsibilities

- Develop and implement a multi-year fund development strategy for ChangeScale that includes securing a mixed revenue stream of \$350K+ per year from foundation and government grants, individual donations, membership revenue, workshop fees, corporate gifts and in-kind donations, and contracts.
- Engage ChangeScale's 50+ member institutions. Continue to grow the membership base to build regional involvement.
- ChangeScale Convenings: Design, plan, and execute quarterly professional learning convenings for ChangeScale's member organizations. Take the lead in all program planning for these events, including identifying themes, organizing plenary and breakout sessions, and securing speakers based on suggestions from ChangeScale members and trending topics in the field.
- School Partnership Initiative: Facilitate environmental literacy plan development with partner school districts; recruit two new school districts in the Bay Area to participate in the Initiative; and coordinate with the Lawrence Hall of Science, who has been contracted with ChangeScale to support this project.
 - Lead program evaluation efforts for each school district partnership including supervising the work of project evaluators.
 - Plan and execute school partnership-related professional development, including two cross-district leadership meetings in the Fall and Spring.
 - Develop tools for replication of the ChangeScale School Partnership Initiative and support Ten Strands and the California Environmental Literacy Steering Committee in replicating lessons learned from this project with other regions in California.
- Recruit, partner, and support the volunteer Steering Committee, comprised of environmental education leaders from around the region.
- Coordinate with and supervise the part-time program administrative coordinator to organize and execute meeting logistics, including event registration and promotion, managing webpage and social media accounts, maintain databases, and other administrative tasks as needed.
- Maintain relationship with ChangeScale's fiscal sponsor, the Trust for Conservation Innovation, complying with all applicable requirements, reporting responsibilities, and leveraging the resources of TCI for the benefit of ChangeScale.

- Write updates, articles, blogs and other communications regarding ChangeScale members and professional development opportunities.

The Ideal Candidate

You have a demonstrated commitment to addressing and advancing diversity, equity, and inclusion in the environmental education field. You have an entrepreneurial spirit, with a track record of growing and scaling programs or initiatives by securing new investments. You have expert knowledge of current and evolving practices in environmental education, K-12 education, collective impact, fundraising, and scaling impact. You enjoy working independently, but are collaborative and deft at negotiating inter-organization politics and personalities. You are confident in making decisions independently to advance a strategic vision while preserving the collaborative culture. You are a self-starter with a proven ability to assess situations and implement necessary change. You are an exceptional communicator, capable of effectively articulating ChangeScale's vision, competitive advantage, and strategies to diverse audiences. You have sound technical skills, thoroughness, analytical ability, attention to detail, and good judgment.

Specific Experience Requested

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and background to this position, lending his/her/their flair to the trajectory of ChangeScale. We welcome diverse experiences and perspectives in our applicant pool, and will be looking for candidates who possess many, but not necessarily all, of the following qualifications and experience:

- At least six years of applicable experience in the field of nonprofit leadership
- At least three years of direct experience leading a coalition, partnership or collaborative effort involving 50+ organizations
- Successful fund developer, with a three-year track record of personally securing \$300K - \$500K in financial resources on an annual basis
- At least three years of experience in working with a volunteer board
- At least two years experience developing and managing a membership program
- At least two years experience in program development with informal learning organizations and/or school districts preferred.
- Familiarity with the field of environmental education through coursework, direct program delivery and service, volunteer work, or in other capacity
- Experience in building coalitions among ethnically, linguistically, socioeconomically, geographically, and /or gender diverse organizations and individuals
- Ability to understand and interpret complex legal and financial documents in order to ensure compliance with funding agreements and fiscal sponsorship agreements
- Bilingual or multilingual speaking capabilities preferred

- Able to occasionally travel overnight within California outside of the Bay Area and nationally for relevant conferences; estimated at 2% of time

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, talk, or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Commensurate with experience. The Trust for Conservation Innovation provides a comprehensive compensation package, including competitive salary, medical and dental benefits, generous vacation and sick leave policy. The Executive Director can be located anywhere in the Bay Area, though a central location will facilitate collaboration, given many of the partners are located across the region. Mileage reimbursement is available. Office space is not provided.

Application Process

Applications will be accepted until the position is filled. First screening will occur on April 4. To apply submit a resume and cover letter to EDSearchChangeScale@t4ci.org with "ChangeScale ED Search" in the subject line explaining why you are interested in this position. Please describe your relevant experience and qualifications and include your salary requirements.

No calls or faxes please. No agencies please.

ChangeScale is an independent operating division for Trust for Conservation Innovation, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.t4ci.org).

We value and promote diversity in the workplace and we are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Recruiting and retaining a diverse workforce is a high priority. We strive to diversify our workforce and seek applications by individuals from all backgrounds.