

Next Generation: Plant a Seed . . . Grow a Leader

Executive Director Position Announcement

About Next Generation

Next Generation provides opportunities for youth in Marin County to get involved in issues they care about outside the classroom, and to learn the tools and skills to be heard and make a difference in whatever field they are passionate about. In short, Next Generation's mission is to empower and grow youth into leaders.

Since our founding in 2002, Next Generation has built a diverse array of programs and relationships to foster education and action for peace and sustainability. Our programs extend the participation of students from schools out into the community, and have engaged more than 20,000 young people during the past 10 years.

As with any organization, we have experienced times of growth and times of retraction. During the first six years the organization grew under the founding Executive Director from one volunteer to a team of five employees and an annual budget of \$200,000. In the past five years the organization has retracted into a smaller and more targeted form, now with one Program Manager and an annual budget of \$60,000.

We have built up and expanded the Board of Directors, and are looking for an experienced and motivated Executive Director to help us as we broaden our program's reach from the younger gardening programs back into the middle and high school classes, and add to our programming and administrative staff.

Ideal Applicant

To accomplish our expansion goals we are hiring you, an experienced and motivated Executive Director. This position will require a blend of holding the vision of the future and managing the day-to-day details. We are looking for leadership, skill and facility with budgets and numbers, strong ability to raise money through multiple avenues and channels, and a deep, abiding personal commitment to making the world a better place.

If you find yourself resonating with the following descriptions, this position could be a perfect fit for you:

- Interacting with strangers (over the phone and in person) energizes you -- you enjoy making connections and enrolling people in the vision of serving youth in

Marin.

- Raising money for the organization comes naturally to you -- you're always looking for ways to partner with individuals and companies and the larger community, and asking directly for financial support is something you have a lot of experience with and know you are innately good at.
- Mentoring is a pleasure -- you thrive on helping both your staff and your students grow and develop
- Writing grants and handling budgets comes easily to you -- you're precise with details and can also see the big picture.
- Your friends would describe you as organized and motivated, perhaps even ambitious -- you get things done!
- You are a leader -- you take responsibility and know what it means to hold an organization.

What your Role Will Look Like / Qualifications

As ED, your primary role is to serve as the organization's main leader and source of motivation. Your second vital goal is to secure the funding needed to grow the organization. Other goals include keeping the organization running on a daily basis and laying the groundwork for future hiring and expansion as we succeed and grow. The following points summarize the key activities you will be expected to perform and the key qualifications we are looking for:

Leadership & Management

- o Manage, hire, and support staff
- o Assist in finding and enrolling qualified Board members
- o Hold the vision for the organization and be a source of inspiration

Fundraising / Development Director

- o Develop and implement fundraising plans and campaigns
- o Solicit funding from foundations, business, government agencies, schools and individual donors
- o Grant writing skills a major plus
- o Maintain and grow funding partnerships with current and prospective institutional funders
- o Enlist and manage others in this area
- o Promote Next Generation in the community and play a significant role in securing and nurturing important programmatic, fundraising and promotional partnerships

Organizational Development and Strategic Planning

- o Work with board members and senior staff to create and maintain

organizational development plans

- o Work with others to implement organizational development projects
- o Serve as primary coordinator for strategic planning process

Administration

- o Manage organizational finances, including accounting, accounts payable / receivable, taxes, etc. In future administrative staff will cover these basics under your leadership
- o Develop and oversee budgets and present to the board monthly
- o Coordinate government and legal requirements, forms, 401(c)(3) status etc.

Program Direction and Support

- o Work with program staff to develop vision and objectives for Next Gen programs
- o Participate in select program activities

Event support

- o Work with staff and the Board to vision events, set goals and decide on content
- o Support staff in planning and running community events

Bonus Qualifications

In addition to the above list of qualifications, the following traits are considered highly desirable:

- Strong connections in the community
- Dedicated to, passionate about and experienced in environmental education and working to create a better future
- Self-aware, conscious, supportive, positive, and solution-oriented
- Committed to personal and professional growth

Hours and Compensation

Pay scale is commensurate with experience. This position will begin as part-time in the Fall and depending on the success of the ED will graduate to a full-time position after that. Flex-time and 6 weeks paid vacation (late Dec and July) per year, as well as basic health benefits. Position will start August 19th, 2013. The ideal candidate seeks a multi-year position with Next Generation.

Find out more about Next Generation at www.gonextgeneration.org.