

Northwest Earth Institute Job Announcement

Executive Director

March 18, 2005

The Northwest Earth Institute (NWEI), with headquarters in Portland, Oregon, seeks to hire an Executive Director. NWEI has a staff of ten and an annual budget of \$600,000.

NWEI's mission is *motivating individuals to examine and transform personal values and habits, to accept responsibility for the earth, and to act on that commitment*. NWEI develops programs and, with trained volunteers, offers them to groups of people where they naturally spend their time: the home, workplace, center of faith, high school, and neighborhood. The core program is a series of six discussion courses carefully designed in both substance and process to have significant impact on participants.

Thousands of people are involved each year in NWEI programs. In addition to an active outreach in the Portland area, NWEI offers programs through a network of chapters and organized volunteer groups in 14 Northwest communities (in Oregon and Washington). Additionally, in 1997 NWEI began sharing its discussion courses with community organizers and autonomous organizations in other regions. The courses have now been offered in over 600 communities in all 50 states; cumulative enrollment is 64,000 (16,000 in the Portland area, 12,000 in other Northwest communities, and 36,000 in other regions).

Co-founders Jeanne and Dick Roy established the Northwest Earth Institute (NWEI) in 1993. Since its inception, Dick Roy has been the Executive Director. A leadership transition plan is underway in which the co-founders will leave their staff positions to create the Center for Earth Leadership and Ethics. The co-founders will continue working as full-time volunteers on behalf of NWEI in their work at the Center, but they will report directly to the board.

Responsibilities. The Executive Director is responsible for ensuring that the organization meets its financial, strategic and programmatic goals each year. Specific responsibilities include:

- Strategic planning and program development.
- Communications with the board of directors and key stakeholders.
- Management of the Portland office, including a staff of nine employees; oversight of financial and management systems; and coordination of the annual budgeting process.
- Management of NWEI's outreach with programs in Portland and other Northwest communities, and through autonomous groups in other regions.
- Fundraising from individual donors and foundations; membership development.
- Direct involvement with NWEI's large network of committed volunteers.

Skills and Attributes. The successful candidate should possess a broad skill set, including the following professional skills and personal attributes:

- Proven success in organizational effectiveness and achieving results; strategic, entrepreneurial, and proactive in developing and managing programs.

- Demonstrated leadership skills; effectively communicate organizational mission; able to inspire and motivate others.
- Demonstrated skills as a supervisor in developing staff.
- Proven ability to develop project and organizational budgets, to oversee financial details, and to manage a budget in accordance with revenue developments.
- Successful fundraising skills, preferably with experience obtaining funding from both foundations and major donors.
- Deep personal commitment to the values of environmental sustainability and to the mission of the Northwest Earth Institute.
- The highest level of personal and professional integrity and quality standards.

Compensation. Compensation for the Executive Director will depend on the qualifications of the candidate within an annual salary range of \$50-60,000 plus medical, dental, and retirement benefits.

Application Process. The hiring committee is comprised of board members; therefore, the NWEI staff discourages telephone and electronic inquiries about the position. Interested candidates should send a resume and cover letter by regular mail to:

Northwest Earth Institute
Attention: ED Position
317 SW Alder, Suite 1050
Portland, OR 97204

Applications will be accepted through **May 27, 2005**. The successful candidate should be prepared to begin work with NWEI by about September 1, 2005. For more information about NWEI, please visit www.nwei.org.