



**Citizens' Climate Lobby
Citizens' Climate Education**



EXECUTIVE DIRECTOR
(Remote)

Position Announcement

THE OPPORTUNITY

Are you passionate about climate solutions?

Citizens' Climate Lobby and Citizens' Climate Education exist to empower citizens to build the political will for a livable planet.

We seek a visionary leader for our nonpartisan organization of over 40 staff and 200,000 volunteers who believe that a strong democracy is the ultimate solution to climate change.

Join and lead CCL/CCE, the most powerful nonprofit force for effective bipartisan climate change policy initiatives. Inspire and lead hundreds of thousands of grassroots volunteers passionately in the fight to move effective climate policies forward. There is no more impactful work to be done than this, and there is no more critical time to do it than now.



ABOUT CCL/CCE

Citizens' Climate Lobby (CCL) and Citizens' Climate Education (CCE) are grassroots advocacy and education organizations focused on building the political will for high impact climate policies, including carbon fee and dividend as an essential tool for reducing fossil fuel emissions.

Citizens' Climate comprises hundreds of local chapters across every state and has made a critical impact in advocating for the passage of key climate legislation. Our volunteers and staff engage in lobbying Congress, media relations, grassroots outreach, grasstops engagement, and chapter and volunteer development.

Our consistently respectful, nonpartisan approach to climate education is designed to create a broad, sustainable foundation for climate action across all geographic regions and political inclinations. By building upon shared values rather than partisan divides and empowering our supporters to work in keeping with the concerns of their local communities, we work towards the adoption of fair, effective, and sustainable climate change solutions that appeal across the political spectrum.

We envision a diverse, well-informed citizenry so actively engaged in the legislative process that effective and equitable climate change policies have the momentum to be enacted, regardless of the political party in power.

Citizens' Climate Core Values

CCE is a 501(c)(3) nonprofit organization that provides training, tools, resources, and coordination to help our volunteers become effective advocates for climate solutions. CCL is a 501(c)(4) nonprofit organization that supports lobbying efforts on specific climate legislation. Each organization has its own governing board, operating budget, and audited financials. CCE and CCL also support the activities of Citizens' Climate International (CCI), and volunteer chapters in 70 countries.

POSITION SUMMARY

The Executive Director (ED) is responsible for overall strategy and operations, including staff, programs, and expansion of CCE/CCL in membership and development, in order to pass legislation that fulfills the mission.

Duties/Responsibilities:

Leadership & Management

- Ensure ongoing program excellence, program evaluation, and consistent quality of finance, administration, operations, fundraising, communications, and systems; manage timelines and resources needed to achieve the strategic goals
- Support existing and grow new membership; actively engage and energize Citizens' Climate volunteers, board members, partner organizations, and funders
- Build partnerships with thought leaders, funders, political leaders and organizations with compatible climate-related goals
- Maintain strong, collaborative relationships with the Boards of Directors
- Lead, coach, develop and retain staff and foster a highly effective leadership team and culture
- Ensure effective systems to track progress and regularly evaluate program components to measure successes.
- In collaboration with CFO, develop annual budget, track cash flow, report quarterly financials to the board, ensure the annual audit is completed
- Lead Board and staff in the development and execution of an organizational strategic planning process to fulfill Citizens' Climate's mission

Fundraising & Communications

- In partnership with Director of Development, cultivate a culture of philanthropy in support of the mission
- Personally engage in fundraising and support and empower development staff
- Meet or exceed fundraising goals, expand revenue generating and fundraising activities to support existing program operations and expansion
- Work in partnership with Director of Communications to oversee all aspects of communications—from web presence to external relations—with the goal of creating a stronger brand
- Amplify external presence and media to promote the work of Citizens' Climate

REQUIRED SKILLS / QUALITIES

- Commitment to CCE/CCL mission and goals, proven leadership, coaching, and relationship management experience
- Excellence in organizational management; ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning and leading the organization
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Leads and supports a culture of effective collaboration among diverse teams of people
- Knowledge of and commitment to key climate policy goals and actions such as carbon fee and dividend
- Extensive leadership experience, track record of effectively leading a performance and outcomes-based organization and staff; ability to point to specific examples of having developed strategies that have taken an organization to the next stage of growth or effectiveness; preference for at least 10 years of senior management experience
- Experience in building and working with or leading a grassroots organization, preferred
- Demonstrated success in fundraising and/or comparable experience building relationships with donors or customers and fostering development staff
- Commitment to quality programs and data-driven program evaluation
- Strong written and verbal communication skills; persuasive and passionate communicator, excellent interpersonal and multidisciplinary project skills
- Demonstrate a commitment to **diversity and inclusion** with regard to race, ethnicity, nationality, gender, sexual orientation, age, religion, ability, and political affiliation. Bring awareness of important issues to all our volunteers and foster a sense of belonging to our organization through continuous development, modeling inclusive behaviors, and proactively managing bias
- Demonstrated ability to build, manage, and/or work across politically diverse coalitions, including Republicans, Democrats, and Independents from across the country
- Experience fostering strong institutional or organizational partnerships and/or coalitions

Team Composition: Reporting to the CCL/CCE Boards of Directors, the Executive Director will lead a senior leadership team and staff of approximately 40, located across the country. This is a remote leadership position leading a national grassroots organization.

COMPENSATION

Salary Range: \$150,000 - \$180,000 per year annual salary, commensurate with experience. Benefits for a full-time position include health insurance, dental and vision insurance, life insurance, paid vacation, and a 401K retirement plan.

SCHEDULE

This is a full-time, exempt position. Evening and weekend hours are necessary when working with volunteers and staff across multiple time zones. Travel is expected.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts the boards' right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TO APPLY OR NOMINATE A POTENTIAL CANDIDATE:

Citizens' Climate Lobby / Education has retained the services of Dan Kuhar and Chris Spagnola, Partners at ThinkingAhead Executive Search. To submit your resume and expression of interest or to nominate a potential candidate, please email Dan and Chris at: CitizensClimateED@thinkingahead.com

ThinkingAhead Executive Search is an Equal Opportunity Employer.



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