

## EXECUTIVE DIRECTOR

### Job Announcement

#### Organization Overview

The Center for Community Action and Environmental Justice (CCA EJ) is a base-building, non-profit organization bringing communities together to find opportunities for cooperation, agreement and problem-solving in improving their social and natural environment. Simply put, we make a difference by developing and sustaining democratic, participatory decision-making that promotes involvement of a diverse segment of the community in ways that empower everyone.

We focus on communities within the Inland Empire of California to train future generations of leaders, particularly women of color and others whose voices would otherwise not be heard. Our work includes engaging in community organizing, policy advocacy, civic engagement and youth leadership development, recognizing that community members are much more than consumers, customers or clients – they are the voice that brings perspective to the need for zero emissions and stringent action on pollution in order to address the urgent needs of those affected by the nation’s worst air quality and other toxic hazards. Working at the intersection of environment, equity and civic engagement, CCA EJ also builds a strong movement for change that challenges the exploitation of workers and the environment, oppression of people on the basis of race, gender, sexual orientation, socio-economic status and other classes, and the concentrated power of scientists, elitists, politicians, developers and corporations.

#### Position Summary

Over the last ten years, CCA EJ has seen immense impact through its robust range of programs and organizing efforts. Today, the organization is seeking a dynamic, entrepreneurial Executive Director to build on its successes to date and lead the continued growth and evolution of CCA EJ. The Executive Director will develop and implement the organization’s strategic direction and work hands-on with staff and Board members to align new strategies with all aspects of the organization’s program, fundraising, and administrative activities. The Executive Director will also play a key external role, promoting the organization’s work and cultivating relationships with a diverse range of supporters and stakeholders. At the same time, the Executive Director must oversee the nonprofit business operations, generating sound decisions and delegating responsibilities to ensure that the organization delivers results while meeting all of its responsibilities to funders to ensure sustainability, coordinate with governmental agencies, and the community. CCA EJ’s dynamic and passionate group of staff, Board members, and volunteers are deeply committed to furthering environmental equity in their community. The incoming Executive Director will benefit from the strength of this team and the organization’s current suite of programs, and he/she/they will also find ample opportunities to develop innovative and creative solutions to new challenges.

#### Minimum Qualifications

## CENTER FOR COMMUNITY ACTION AND ENVIRONMENTAL JUSTICE

“Bringing People Together to Improve Our Social and Natural Environment”

The successful candidate for this leadership position will bring experience in the environmental justice field as well as a proven background in successful non-profit leadership and growth, a demonstrable track record in donor development, grant writing and other fundraising efforts, and be able to professionally represent the organization in public and media venues.

- Passion, experience with and a commitment to CCAEJ’s mission and values around social and environmental justice, equity, diversity and inclusion
- High level of cultural competency and respect for all stakeholders, with experience working in multi-cultural settings and low-income
- Previous experience in a mission-driven organization with programming related to environmental issues, community development and organizing, youth development, and/or social justice
- Strategic and visionary nonprofit leader with at least 5 years’ experience in leadership roles, with proven success in managing programs, individuals and teams
- Demonstrated success in developing and executing fundraising strategies, with demonstrated success in grant writing, individual donor cultivation and/or raising funds from foundation and corporate sources
- Experience developing and/or managing social enterprises or earned income strategies; entrepreneurial thinker and do-er who also has the ability to delegate appropriately
- Skilled relationship-builder and spokesperson, able to engage a diverse range of partners and donors as well as community members and program participants
- Effective staff manager who can leverage and channel individual team members’ strengths as well as foster a positive team environment
- Experience in budget development and contract management
- Experience with business management including business filings, taxes, legal compliance, financial audits, insurance, and human resources
- Prior success in partnering with a Board of Directors or similar advisory or fiduciary oversight structure
- Track record of excellence in fast-paced environments; ability to innovate and lead cohesive efforts within ambiguous circumstances and ability to remain calm under pressure
- Bachelor’s degree required; advanced degree preferred
- Spanish language proficiency (verbal and written) considered a plus

### Reporting Relationship

The CCAEJ executive director will report to the board of directors. The Executive Director will supervise or oversee all other CCAEJ employees.

### Compensation

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P.O. Box 33124  
Jurupa Valley CA 92519

**Physical Address**  
3840 Sunnyhill Drive, Suite A  
Jurupa Valley CA 92509

**Tel: 951-360-8451**  
**Fax: 951-360-5950**  
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## CENTER FOR COMMUNITY ACTION AND ENVIRONMENTAL JUSTICE

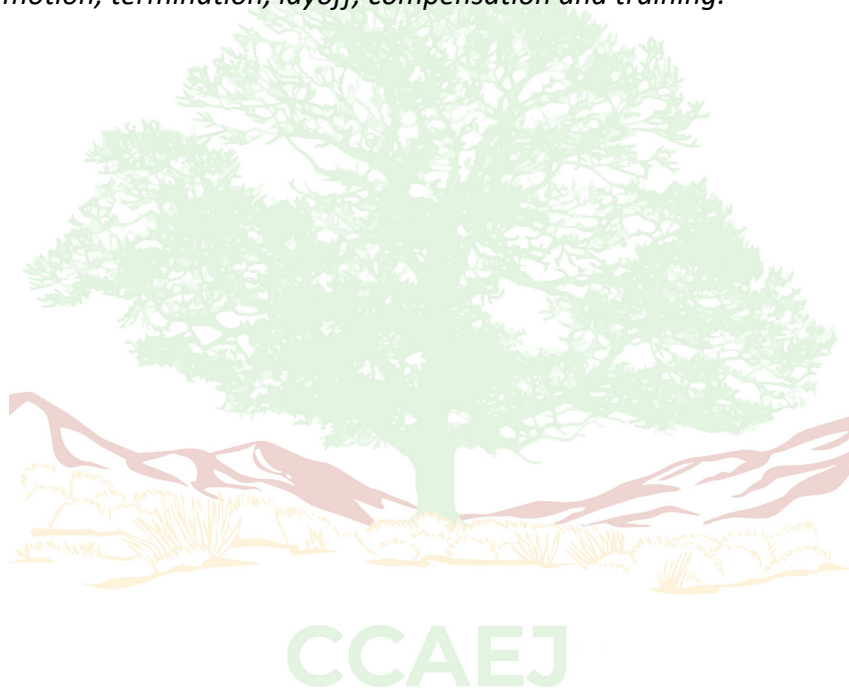
“Bringing People Together to Improve Our Social and Natural Environment”

Compensation includes a competitive salary and benefits package. The salary range is \$80,000 to \$100,000, depending on a combination of skills, qualifications and experience.

Employer-sponsored benefits include: Paid sick, holiday, and vacation days; health and dental insurance for employee --optional coverage of family members is available at employee's own expense.

### **Equal Opportunity**

*CCAIEJ provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, genetics or any other class protected by state or federal law. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.*



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