

LABOR NETWORK  
FOR SUSTAINABILITY

MAKING A LIVING ON A LIVING PLANET



## EXECUTIVE DIRECTOR, LABOR NETWORK FOR SUSTAINABILITY JOB DESCRIPTION

### ABOUT THE LABOR NETWORK FOR SUSTAINABILITY

The Board of Voices for a Sustainable Future, an organization dedicated to bringing together non-traditional constituencies in the effort to achieve a sustainable future for the planet and the people on it, is searching for an Executive Director of its project the Labor Network for Sustainability (LNS).

LNS's vision and mission is "to be a relentless force for urgent, science-based climate action by **building a powerful labor climate movement** to secure an ecologically sustainable and economically just future where everyone can make a living on a living planet."

Over the past 16 years LNS has done this by educating, mobilizing, and developing deep relationships in organized labor to understand the climate crisis and engage in the climate movement; helping to raise the importance of work and workers' rights in the definition of a "Just Transition" to an equitable, just, and sustainable future; conducting research that explores avenues for achieving long-term sustainability; and building bridges and sharing values between labor and our strategic partners in the environmental justice, BIPOC, and environmental communities.

### OVERVIEW OF EXECUTIVE DIRECTOR POSITION

The Executive Director of LNS is the key voice for the project and oversees all of the operations of the project in its effort to achieve its vision and mission going into the future.

The ED reports to and works directly with the Voices Board and its Executive Committee on all matters related to the budget and financial planning; further development of the strategic vision and direction of LNS; developing a collegial organizational culture and transparency throughout the organization; and developing and strengthening strategic partnerships.

The ED is responsible for identifying, hiring, developing, and supervising a talented team of employees to carry out the strategic direction of LNS. The ED is responsible for focusing the work on the strategic direction of LNS and ensuring that systems and operations are in place to advance the work of LNS.

## AREAS OF RESPONSIBILITY

- 1) **Organizational Mission, Strategy and Program:** Work with the Board of Directors and its Executive Committee to ensure that the mission is fulfilled through programs, strategic planning, and outreach.
  
- 2) **Board Governance:** The Board meets at least 2 times per year, and the Executive Committee meets quarterly with the ED. The ED may call on the Executive Committee as needed at any point.
  - Supports board leadership in the building and maintaining a board of directors that supports the mission of Voices and LNS
  - Maintains ongoing communication with and provides updates to the Board
  - Supports board and board committee work
  - Collaborates with Executive Committee to design board meeting agendas
  - Ensures maintenance of records of board meetings.
  
- 3) **Staff Management and Team Building:**
  - Hires and manages staff
  - Provides for staff development and training as appropriate
  - Enables team building and an environment of cooperation and mutual support among staff
  - Ensures the development and implementation of appropriate personnel policies and procedures
  
- 4) **Coalition Building and Network Building:**
  - Responsible for the growth and development of coalition, alliance, partnership, and network approaches and structures that can best achieve the collective vision, purpose, and strategy of LNS.
  - Able to cultivate the culture of trust and relationships essential to effective alliance and coalition work.
  
- 5) **Public Relations and Communications:**
  - Acts as a spokesperson for LNS to various audiences, including allied groups, network members, colleagues, funders, policymakers, the public, and the media.
  
- 6) **Organizational Operations:**
  - Oversees the development of appropriate systems adequate to ensure and support the smooth operations of LNS.

- Ensures legal compliance with state and federal regulations
- Makes certain of sound financial practices and reporting, including annual audits.

7) **Financial Performance and Viability:** Oversees development of resources sufficient to ensure the financial health of the organization.

- In consultation with Executive (or Finance) committee, ED develops annual budgets and financial reports for board approval and oversees implementation of budgets
- Works with the Development Director to create and manage an annual development plan; meets with existing and potential funders and donors as needed
- In consultation with the bookkeeper and accountant, ensures maintenance of financial records and accountability in accordance with sound financial practices

## QUALIFICATIONS:

LNS is looking for a collaborative, values-driven, visionary leader who is passionate about both climate justice and workers' rights, devoted to diversity, justice, and equity, and skilled at both managing a complex, dynamic organization and at coalition building. Successful candidates will have:

- Experience in the climate advocacy sphere and an understanding of how workers and communities are impacted by climate change
- Strong understanding of the frontline experience of environmental justice and Indigenous communities and their leadership in the climate justice movement
- Strong understanding of climate impacts on frontline workers, and experience/familiarity with the organized labor movement as well as other forms of worker organizations
- Strong interpersonal skills and ability to engage with many different cultures, constituencies, and audiences
- Outstanding coalition and alliance building skills
- Excellent organizing skills
- Experience and ability in fundraising
- Strong written and oral communication skills, including public speaking
- Experience and ability in strategy and program development
- Experience working with a board of directors
- Integrity, humor, intelligence, and good listening skills
- Willingness and ability to travel
- Not afraid to admit mistakes and course correct
- At least 5 years of management experience in the areas listed above.
- Familiarity, and/or direct background in the labor movement, the climate movement, the environmental justice movement, and the environmental movement.

SALARY RANGE: \$100,000 - \$120,000, commensurate with experience and qualifications.

LOCATION: Where Applicant Resides

DEADLINE: Open until filled.

TO APPLY OR FOR FURTHER INFORMATION: If you would like to have a preliminary, confidential discussion about the position, or have potential candidates to share, or would like to apply, email us at

[jobs@labor4sustainability.org](mailto:jobs@labor4sustainability.org)

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*LNS is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging patterns of political marginalization and oppression. People of Color, working-class people, differently abled people, and LGBTQ persons are strongly encouraged to apply.*