

**North Brooklyn Neighbors (NBN)**, a grassroots non-profit organization, envisions a community on the front line of climate and environmental justice that proactively prioritizes land use, public space, resilient infrastructure, and environmental health and strengthens its diverse neighborhoods by providing resources, tools, and knowledge that promote positive change. The mission of NBN is to advance community-based solutions on issues of public space and the environment – through activism, education and collaboration – to create a more just, healthy and safe place to live and work. The NBN catchment area serves the residents of the North Brooklyn neighborhoods of Greenpoint and Williamsburg.

### **Our Values**

- Effective advocacy that influences public policy and advances collective community voice.
- Local decision-making and building community knowledge that connects residents with helpful resources.
- Collaboration with stakeholders to solve complex community problems with deep and sustainable impacts.
- Meaningful public engagement for community residents and stakeholders in matters of public interest.
- Transparency as a foundation for building trust.
- Inclusion of diverse constituencies of the community in our work and aim to model the fairness and justice that we want to see in the world.

North Brooklyn Neighbors seeks an Executive Director to direct and manage the day to day activities of our grassroots organization and initiate new programming. The Executive Director will be supported by an activist Board of Directors and over 25 years of community work, including strong partnerships with mission-aligned local CBOs.

The Executive Director will report directly to the Board of Directors and its Executive Committee, and will work in partnership with volunteers, board members and paid organizers. The ideal candidate is creative, proactive, detail-oriented and an excellent communicator, with strong management experience in community organizing and grassroots activism. Please visit [northbrooklyneighbors.org](http://northbrooklyneighbors.org) for more information on our current programs and work.

### **Responsibilities**

#### **Leadership and Organizational Management**

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- Actively engage and energize NBN volunteers, board members, event committees, elected officials, partner organizations, and funders

- Oversee recruitment, supervision, mentoring, and evaluation of staff, interns, volunteers, and external contractors
- Maintain fiscal health of the organization, including developing and tracking annual operating and program budgets, managing restricted funds, preparing financial reports, and monitoring cash flow and financial projections
- Ensure compliance with and implementation of organization by-laws, approved fiscal policies, personnel policies, and all local, state, and federal regulations

### **Program Development and Implementation**

- Oversees management and successful execution of all NBN activities and programs, while identifying new projects and opportunities that align with NBN's mission and community needs
- Grow and coordinate the organization's volunteer network
- Ensure effective systems to track program performance, and regularly evaluate program components, so as to measure impact that can be effectively communicated to the board, funders, and other stakeholders
- Ensure that all program activities operate consistently and ethically within the mission and values of NBN

### **Fundraising and Communications:**

- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- Develop and maintain marketing materials, social media and web presences, and media relationships.
- Work with the Board and staff to identify current and potential funders, cultivate relationships, draft proposals and grant reports, and ensure sustainable and sufficient organizational income.
- Establish and build strategic and sustained relationships with key business leaders, individual donors, event participants, top government officials, members of the media and community leaders.

### **Qualifications**

- 5 years in nonprofit management, including experience leading and executing a strategic organizational vision that leverages funding, partnerships, and public awareness
- Demonstrated fundraising experience, particularly with major donor cultivation, foundation and government grant writing, executing fundraising events/galas, and engaging corporate sponsors
- Experience managing state, city and private grant funding, administration and contract deliverable tracking, writing programmatic and fiscal grant reports, and communicating impact
- Training and knowledge of Environmental & Urban Planning issues, resources, best practices; graduate study in related fields preferred

- Prior experience with community organizing and advocacy, specifically implementing, leading and managing several organizing campaigns, as well as recruiting and managing volunteers
- Comfort with facilitating meetings with a variety of stakeholders across the socioeconomic spectrum and experience building partnerships for the purposes of advocacy and programmatic work
- Demonstrated project management skills with the ability to juggle multiple competing projects and deadlines
- Strong written and verbal communication skills, with experience overseeing both traditional media and social media outreach
- Skilled with basic software programs, including Microsoft Office and Google Workspace
- Familiarity with Zoom, Canva (or similar) and Salesforce
- Strong financial management skills, especially budget management and development, financial reporting, and cash flow projections
- Minimum 3 years Supervisory Experience
- Bachelor's degree or higher preferred
- Spanish fluency and North Brooklyn residency is a plus

**Job Type:** Full-time.

**Compensation:** Starting at \$80,000 depending on qualifications and experience. Benefits include health, short-term disability, and life insurance. Generous paid time off.

**Target Start Date:** Late Summer 2022

**To apply:** Email resume and cover letter to [careers@northbrooklynneighbors.org](mailto:careers@northbrooklynneighbors.org).

***North Brooklyn Neighbors is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.***