



# Connecticut Roundtable on Climate and Jobs

## Connecticut Roundtable on Climate and Jobs Executive Director / Lead Organizer Spring 2020

**Location: Hartford, Connecticut**

The Connecticut Roundtable on Climate and Jobs seeks a dynamic and passionate Executive Director and Lead Organizer who will take this innovative nonprofit to its next level. The new leader will replace the founding Executive Director, who has successfully led the organization since 2012.

### Overview of the Organization

The Connecticut Roundtable on Climate and Jobs (CRCJ) builds alliances among diverse constituencies to combat climate change, create jobs and promote racial, economic and environmental justice. CRCJ embraces diversity as a source of power and engages in collective action to ensure that Connecticut provides leadership in creating a clean energy future. CRCJ's core constituencies are labor organizations, environmental groups and people of faith.

Launched in 2012, CRCJ seeks to build a worker-oriented environmental movement committed to securing a fair and just transition that protects not only the environment but also the livelihoods of workers and their communities. Climate change is a global crisis that is affecting people's lives and livelihoods and threatens the health and economic stability of Connecticut's communities. CRCJ believes the climate crisis presents an opportunity to build thriving local economies that are not only more sustainable but also more just and equitable.

CRCJ engages in [collective action](#) to win substantive policy changes that both protect the climate and create good local jobs through local [partnerships, affiliations and funder relationships](#) while offering [educational and outreach resources](#) to the community.

CRCJ became an independent 501c3 nonprofit in 2018. Operating remotely in Hartford, CT with plans to secure new office space, CRCJ employs two full-time staff. A dedicated board of 12 members represents CRCJ's diverse partners, affiliates, and allies in Connecticut. The organization's current annual budget is approximately \$175,000. However, CRCJ recently secured funding for a new multi-year, labor-focused initiative, which will allow the new Executive Director to launch a new program and hire a project director.

### The Opportunity

The next Executive Director and Lead Organizer of CRCJ will guide a statewide organization committed to protecting the climate and to working for justice. Priorities for the next leader include:

#### Campaigns, Advocacy, Outreach and Education

- ▶ Work with the Board, staff and key allies to develop strategic advocacy/action campaigns to advance the goals of the organization
- ▶ Build and maintain relationships with diverse groups, community leaders and policy-makers

*Building alliances among diverse constituencies to combat climate change, create jobs  
and promote racial, economic and environmental justice*

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- ▶ Partner with allies to develop and implement campaign strategies that will advance the organization's mission
- ▶ Coordinate the efforts of Board, staff and other leaders to provide educational programming that deepens the understanding and commitment of affiliated groups and their members and engages new constituencies in CRCJ's work

### **Organizational leadership**

- ▶ Provide a professional public presence for the organization, speaking at events and serving on official bodies, as appropriate
- ▶ Communicate organizational priorities and positions to policy-makers, as relevant
- ▶ Work with the Board Chair to prepare for quarterly Board meetings and coordinate strategic planning
- ▶ Coordinate Board development and recruitment
- ▶ Maintain regular communication with the Board and the leadership of CRCJ's Roundtable Affiliates
- ▶ Coordinate planning and organizing of periodic statewide gatherings of supporters and allies
- ▶ Oversee the organization's external-facing communications, including online communications and traditional media, providing support and guidance to the Communications Coordinator

### **Fundraising**

- ▶ Grant funding: identify opportunities, build relationships with foundation staff, prepare and submit proposals, and file reports in a timely manner
- ▶ Institutional: seek to expand the number and diversity of Roundtable Affiliates supporting CRCJ's work with financial contributions
- ▶ Grassroots: work with the Board to develop and implement fundraising strategies; oversee drafting and sending appeals; maintain relationships with significant donors; ensure appropriate documentation and communication for all donors

### **Administration and Operations**

- ▶ Oversee the budgeting process; maintain clear financial records of all bank and credit card accounts
- ▶ Coordinate with the Treasurer on regular financial reporting to the Board
- ▶ Ensure that payroll functions are in place to compensate staff and satisfy state and federal requirements
- ▶ Certify that the organization's registrations and reporting are up to date for state and federal agencies, including tax filings
- ▶ Ensure that the organization maintains adequate insurance coverage, as approved by the Board
- ▶ Oversee record-keeping and reporting for the Office of State Ethics regarding all lobbying activities
- ▶ Maintain organizational records/archives
- ▶ Secure and maintain office space and equipment, as appropriate, within the constraints of the approved budget

### **Staff Supervision and Professional Development**

- ▶ Hire and supervise professional and support staff
- ▶ Perform annual performance reviews for all staff, negotiating salaries and benefits within the constraints of the organization's approved budget
- ▶ Work with the Board to maintain a comprehensive Personnel Policy
- ▶ Arrange for appropriate training and professional development for all staff

## Primary Characteristics and Experience

The CRCJ Board of Directors is seeking a skilled nonprofit leader who can demonstrate the ability to promote dialogue and strengthen collaboration among various local constituents in advocating for public policies that support sustainable communities. Ideal applicants will have:

- ▶ A minimum 5 years' experience in grassroots community organizing, labor/student organizing, political campaigns, or related experience
- ▶ Demonstrated leadership and management experience, with experience managing a nonprofit organization a plus
- ▶ Minimum Bachelor's degree preferred
- ▶ A familiarity with and affinity for progressive politics, with particular emphasis on climate justice and labor movements
- ▶ Demonstrated experience working effectively and collaboratively with a wide range of people and organizations
- ▶ A commitment to addressing the historical and current impacts of racism, sexism and other social injustices in building a diverse coalition
- ▶ Knowledge of the Connecticut landscape for social and political movements is a plus
- ▶ Excellent communication skills: verbal and listening, writing, outgoing presentation, and the passion and presence to be a lead organizer and facilitator
- ▶ Successful track record in fundraising/development and experience engaging donors of all levels
- ▶ An understanding of sound nonprofit business and financial practices; demonstrated financial and budgeting skills
- ▶ Ability to cultivate board engagement, recruitment and development, gained as a staff person or board member

## Candidate Guidelines

The Connecticut Roundtable on Climate and Jobs encourages interested candidates to submit materials to:

John Harrity, Board Chair  
exec.search@ctclimateandjobs.org

Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of CRCJ, along with salary expectations and how they learned of the position. Applications will be accepted until the position has been filled, but initial interviews will begin in early May. Salary is commensurate with experience within the framework of the organization's annual operating budget.

*CRCJ is an Equal Employment Opportunity employer and actively seeks to recruit, hire, and provide opportunities for professional advancement without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, and citizenship.*