

Tri-Valley CAREs

Communities Against a Radioactive Environment

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*Peace Justice Environment
since 1983*

Summary

JOB OPPORTUNITY **EXECUTIVE DIRECTOR**

Tri-Valley CAREs (Communities Against a Radioactive Environment) is a leading nuclear weapons watchdog organization located in the San Francisco Bay Area with a 40-year history of influencing U.S. policy at the local and national levels.

We are a 501(c)(3) nonprofit organization with an office in Livermore. The Executive Director (ED) cultivates mission-forward leadership through major initiatives that strengthen peace and environmental justice by stopping the development of new nuclear weapons, promoting global elimination of all such weapons, and holding the government accountable for cleanup at contaminated nuclear sites, including the nearby Lawrence Livermore National Laboratory.

We plan to hire a new Executive Director during the first quarter of 2023. If you have a passion for Tri-Valley CAREs' mission and have strong, demonstrated skills in non-profit management, fundraising, strategy, issue advocacy and communication, we encourage you to apply.

Additional information follows below and at <https://trivalleycares.org/career-opportunities>

Key Responsibilities

Non-profit Management:

- Supervise Tri-Valley CAREs' staff and contractors; including the staff attorney, bilingual community organizer, fundraising assistant, and bookkeeper. The organization has acquired funding for an additional executive level staff person (e.g., deputy director) and has deferred hiring so that the new ED will be able to craft the position and make the hiring decision.
- Partner with the organization's Board of Directors on strategic planning and Board development. The Board consists of twelve individuals including a President, Vice-President, Treasurer, and Secretary.
- Oversee the group's compliance with all non-profit laws and regulations.

Non-profit Fundraising:

- Lead foundation fundraising; ensure that grant proposals are lively, accurate, strongly competitive and awarded. Track progress and ensure that all reporting requirements are met.

Meet with foundation officers and staff. Develop relationships with new foundations; ensure funding streams are diversified.

- Steward the group's individual donors, including through quarterly appeal letters. Conduct additional outreach to major donors.

Strategic Development & Issue Advocacy:

- Work with the Board to conduct the annual strategic planning retreat. Set up key performance indicators for program work, monitor progress, and revise plans as necessary in consultation with the programmatic leads.
- Ensure creation, accuracy and strategic focus for technical reports, briefing papers, fact sheets, blogs, and other written materials for government officials, media, Tri-Valley CAREs' membership and the public.
- Develop and maintain knowledge of (a) political, social and technical aspects of nuclear weapons, (b) federal nuclear weapons budgets, (c) key nuclear treaties and international security initiatives, and (d) the environmental justice and health impacts of nuclear activities.
- Implement an annual cycle of meetings with congressional and administration officials who have oversight responsibility for nuclear weapons policies and budgets.
- Speak at venues ranging from local public hearings and meetings with state elected officials to forums held at the United Nations.

Written and Oral Communication:

- Oversee the group's public communications, including press outreach, op-eds and letters to the editor. Make public appearances on organization's behalf. Ensure organizational meetings and special events are well executed.
- Represent the organization in formal and informal coalitions and networks to achieve consensus and action on nuclear weapons and related environmental policy initiatives. Organize and/or play a leadership role in conducting events with allies.

Qualifications

- 5 years of non-profit experience including 3 years as an Executive Director, Deputy Director, Development Director or Program Director at an issue-based nonprofit where the position involved responsibility for fundraising, personnel management and financial management. Equivalent experience in another field can be considered.
- Demonstrated expertise in fundraising, particularly in growing portfolios while stewarding existing foundation, government, and individual donors.

- Excellent oral and written communication skills.
- Demonstrated expertise in supervising personnel and volunteers in a collaborative environment.
- Outstanding organizational skills and ability to prioritize diverse tasks and deadlines, understanding when to delegate and when to lead.
- Exceptional presentation and coalition building skills demonstrated at local, regional and national venues.
- Knowledge of U.S. nuclear weapons and related environmental policies. Candidates with expertise in a specific area of nuclear policy and an eagerness to delve into any additional areas central to Tri-Valley CAREs' mission are encouraged to apply. Equivalent expertise in another field can be considered.
- Masters' degree in nonprofit management or a related field, such as journalism, is a plus but not required.

Compensation and Benefits

Salary:

\$80,000 - \$90,000/year depending on experience.

Benefits:

- Per the organization's standing policies, compensation includes individual health insurance of the ED's choice with the organization contributing up to the first \$500/mo.
- Ten paid holidays.
- Paid vacation (two weeks can be taken the first year with one week added annually up to a total of four weeks at four years).
- A retirement benefit of \$1,500 annually beginning at the completion of the first full year.
- Hybrid work schedule with some days required in the Livermore office (pandemic permitting) and others available as work from home days.

Application Timeline and Requirements

Timeline:

- Timely application is recommended. The application period for the Executive Director position at Tri-Valley CAREs will open on January 25, 2023 and will close when the Board of Directors finalizes its selection. All applicants will be notified by email.

- Additionally, all applicants can expect a timely communication from the Board's executive hiring committee that will include any next steps, such as a virtual interview.

Submittal Requirements:

- Submit your resume plus a one-page cover letter specific to the Tri-Valley CAREs Executive Director position and your interest.
- Include an original writing sample (any topic, no co-authors, two to five pages). An excerpt from a longer piece is fine. Please send something you have already written.
- Include three professional references; at least two of which are direct supervisors (or Board President/Chair if you were the Executive Director) with their email and phone.
- Send application materials in PDF to the Board's executive hiring committee at Lmilestvc@gmail.com and use your last name in titling all parts of your submittal. Only complete applications will be reviewed.

For more information: <https://trivalleycares.org/career-opportunities>