



## Executive Director JOB DESCRIPTION

Got Green is searching for an Executive Director who will foster strategic leadership and active commitment to reflection, joy, care, and rigor. We are looking for an Executive Director with deep experience in community organizing, grassroots campaigns, organizational development, staff support & supervision, and management of base-building programs.

The Executive Director is a full time, exempt position and is responsible for Got Green's overall leadership, strategic direction, and staff management duties.

Classification:	Full time, Permanent
Reports To:	Board of Directors
Supervises:	Deputy Director, Operations Manager, and all staff on the Power Building Team
Compensation:	\$86-100,000 + Medical & Dental; Retirement; Wellness (\$2k) & Home Office Stipends (\$3k)
Work Week:	GG aspires for a full-time work week of 30 hours - with significant paid time off.

### **Job Duties & Major Responsibilities**

#### **Strategic Leadership**

The Executive Director reports to the Board of Directors and is responsible for Got Green's strategy and organizational development. Responsibilities include stewarding strategic planning, staff support & management, public speaking, Board development, major funder relations, assessment of political landscape, and overall organizational health. The Executive Director and Deputy Director will work together on many core leadership responsibilities.

#### **Support & Supervision**

Provide staff with intentional support and supervision via consistent check-ins, collaborative work-planning, task management and accountability, leadership development plans, and coaching. Responsible for working directly with and supervising Deputy Director, Operations Manager, and the three organizer staff on the Power Building Team. Provide leadership in nourishing a work culture of connection, growth, direct communication, and emotional well-being.

#### **Power Building Team**

Steward Got Green's base building strategy as the lead of the Power Building Team - including strategic alignment, work-planning, task management, and staff support. The Power Building Team is responsible for recruitment, member development, grassroots education, language justice development, and more. The ED will actively collaborate with and coach Power Building staff on core base-building activities - canvassing, one-on-ones, house visits, member meetings, curriculum development & training, charting & data organization, and development of community leaders.

### **Experience & Qualifications**

Got Green's Executive Director must have experience, knowledge, and skill in the following areas... .

- Organizing communities that are working-class, Black & Brown, immigrant, and/or in south Seattle.
- Base Building: experience with managing community organizing programs & membership structures.
- Experience with org development, staff structure & decision-making, operations, personnel policy, & org culture.
- Strategic Direction: leadership experience with providing strategic clarity & tactical alignment

- Management: Experience and commitment to best practices of management and staff supervision.
- Work-planning, goal setting, and timeline development for org, with team, and with individual staff.
- Waging Grassroots Campaigns: community-based campaign strategy, power-mapping, action planning
- Deep emotional intelligence, welcomes feedback, embraces generative conflict, & nourishes reflection.
- Finance & Fundraising: familiarity with org finances and maintain relations with funders & major donors
- Experience with public speaking. Ability to represent the org to many audiences.
- Fighting for (and a sharp analysis of) economic, racial, and environmental justice - with a housing lens.
- Adopting or adapting to new strategies and structures in the organization and community.
- Participating in annual reviews of skills and competencies for reflection & development.
- Performing related duties and competencies consistent with the scope and intent of the position.

### **Further Notes on Compensation & Benefits**

- **Salary:** The ED will have a salary between \$86-100k. All other full-time staff are paid a flat \$86k/yr. In addition to salary, all staff receive an additional home office stipend (\$3k/yr) included in paycheck, and reimbursement for wellness expenses (\$2k) & childcare/eldercare expenses (\$2.5k).
- **Benefits:** medical, vision, dental benefits (partial family coverage), retirement, & free transit pass
- **Paid Time Off:** accrual of 7 weeks of vacation/sick/holiday PTO in the first year. And an additional 3 weeks of PTO for scheduled office closures (one in summer and two end of year). Lastly, GG offers sabbatical & parental leaves.
- **30 Hour Week:** At the beginning of the pandemic, Got Green adopted a full-time work week of thirty hours without cut to pay/benefits/PTO and with more sustainable work plans. GG continues to aspire for a thirty hour work week. With this said, the Executive Director should expect to be working between 30-40 hours a week.

**To apply, please send [info@gotgreen.org](mailto:info@gotgreen.org) an email with “Executive Director” in the subject line. Please include a cover letter, resume, and two references. Apply before the end of day on April 20th, 2025.**