



1007 Lake Drive
Grand Rapids, MI 49506
616-451-3051
www.wmeac.org
fb.com/wmeac

Job Title

Executive Director

Organizational Background

West Michigan Environmental Action Council (WMEAC) has been West Michigan's preeminent resource for environmental education and advocacy since 1968. Founded by a diverse group of concerned citizens and organizational stakeholders, WMEAC is a nonprofit 501C3 organization uniquely positioned to respond to emerging issues and new threats to West Michigan's natural resources and communities. Our mission is to inform, engage and nurture an inclusive community acting together to protect natural resources, mitigate climate impacts and build a resilient West Michigan.

WMEAC actively works to implement diversity and inclusion strategies to achieve our mission and vision. Our commitment to inclusion is demonstrated through our board of directors who ensure WMEAC staff operate with an agile and innovative culture that implements inclusion practices. WMEAC conducts periodic evaluations of progress toward our strategic objective to build an inclusive movement of educated citizens who act together to address 21st century environmental issues, solutions and opportunities. WMEAC has been awarded a Level One Partner Certification from Partners for a Racism Free Community.

WMEAC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of unlawful discrimination and harassment. Our Board of Directors, staff and interns are dedicated to upholding an inclusive environment that welcomes diversity in all of its forms.

WMEAC's service area includes the following West Michigan counties: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo and Ottawa, with primary emphasis on Grand Rapids, Holland, Grand Haven and Muskegon.

Position Description

Reporting to the Board of Directors, this executive leadership position holds overall strategic and operational responsibilities including development, finance, human resources, marketing, programs, and consistent achievement of WMEAC's mission. Specifically, the position is responsible for driving the organization's local community partnerships, fundraising, communications, achieving and reporting out the





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accomplishments of the organization's strategic plan goals, managing staff development, supporting the organization's environmental policy positions and providing inspiring leadership that motivates communities to take action to protect the region's natural resources, great places and quality of life.

Eligibility and Qualifications

The ideal candidate will be thoroughly committed to the organization's mission. All candidates should demonstrate the following skills and experiences:

- Bachelor's Degree required, Master's Degree preferred.
- 5-7 years of professional nonprofit administration experience.
- Proven leadership, coaching and relationship management capabilities to support staff, volunteers and community partners to achieve the organization's mission and goals.
- Ability to lead a workforce characterized by excellence, teamwork, creativity, innovation and professionalism.
- Strong fundraising, marketing and public relations experience.
- Experience leading inclusion practices and engaging a wide range of stakeholders and cultures in action.
- Strong written and verbal communication skills; a persuasive and passionate communicator with strong interpersonal skills.
- Proven capacity to manage multiple projects simultaneously
- A self-directed leader that can communicate and lead solutions to address complex, intersectional systems change opportunities.
- Demonstrated commitment to and experience with climate solutions, sustainability, environmental justice and/or the environmental movement.

Application Instructions

- Individuals interested in the position should visit www.wmeac/careers, complete the form and attach their cover letter and resume. Applications will be accepted through Monday, May 2, 2016. The position will remain open until filled.
- Cover Letter
- Resume
- 2-3 Page Writing Sample
- Candidates will be contacted directly if they are selected for an interview.

