

Bridging The Gap Position Description

Job title	<i>Executive Director</i>
Reports to	<i>Bridging The Gap Board of Directors</i>
Status	<i>Full-time, exempt</i>

Job Purpose

Bridging The Gap, Inc. (BTG), founded in 1992, is a well-established, respected, and effective environmental non-profit with a broad slate of programs designed to remediate climate change, restore natural systems, and create strong and resilient human communities. At BTG, we see social justice as deeply intertwined with environment, and thus part of our mission. The Executive Director must be committed to fostering an equitable, sustainable future for all, and a workplace that is equitable, just and inclusive.

Along with the team, the Executive Director will serve as a champion for people experiencing environmental injustice, raising awareness in city, state and federal governments about climate change, unjust energy bill burdens, declining natural systems and lack of access to nature, and the real-world solutions to these problems.

The Executive Director directly supervises four senior leadership team positions at BTG, plus a communications manager; these in turn supervise BTG's 30+ employees. BTG is financially sound and conservatively managed, with revenues of nearly five million this year. At Bridging The Gap, you can share your passion at a forward-thinking organization, and help create a fairer, greener tomorrow.

Director's Primary Duties and Responsibilities

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic, financial, and operational responsibility for Bridging The Gap's staff, programs, expansion, and mission execution. The Executive Director embodies the BTG mission, brand, and culture, and serves as a visible leader on important environmental initiatives.

Responsibilities

Leadership, Management and Advocacy:

- Create a positive, strengths-based, adaptive culture for BTG as a whole.
- Lead, coach, develop, and retain a talented team of employees to carry out BTG's critically important mission.
- Continually develop proficiency in environmental and related justice issues.
- Lead, collaborate with, and support the development and adjustment of strategic plans, scanning the horizon for new opportunities and relationships and pursuing them as assigned.
- Develop and embody the organizational culture, promoting a positive work environment, mutual respect, equity, inclusion, transparency, and collaboration throughout the organization.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications,

and systems; with input from team leaders, set timelines and resources needed to achieve the strategic goals.

- Selectively engage in issues which require special advocacy efforts, such as recognition of the value of trees and prairies, undue utility bill burdens, and the effects of climate change. Work with the senior leadership staff and other leaders to campaign publicly for these issues. Evaluate establishment of an environmental justice advisory committee for KCMO.
- Lead in the development of community relationships, resources, community outreach, and education. Ensure that all can benefit equally from program services and that all voices are heard and represented.
- Ensure employees' and non-profit practices comply with regulatory and legal requirements. Ensure that BTG policies, procedures, and protocols are current with best practices, and followed.
- Continue to invest in Racial, Justice, Equity, Diversity and Inclusion training for all staff, as part of BTG's mission and for the effectiveness of its programs.
- Ensure effective systems to track and measure progress.

Fundraising, Communications and Brand-building:

- Collaborate with the BTG fundraising team to develop and execute fundraising strategies that align with BTG's mission and values.
- Engage with current and potential funders and other stakeholders, ensuring a warm relationship, transparent communication and accountability. Identify and present programming to potential private funders, existing and new.
- Expand revenue generating and fundraising activities to support existing program operations and possible regional expansion.
- Deepen and refine all aspects of communications—from web presence to external relations, with the goal of creating a stronger brand and educating about sustainability and justice issues.
- Be present at greater Kansas City events and use external presence and relationships to garner new opportunities for BTG to advance its mission.

Financial Management, Contracts, Grants, and New Business:

- Help lead in managing BTG's overall annual budget and financial health, including rewarding employees as generously as possible.
- Manage city contracts, a primary funding source, by communicating frequently with city leaders and reviewing contracts to ensure goals are being met and funding properly spent.
- Identify and pursue grant opportunities to support program initiatives and expansion. Write or supervise the writing of compelling grant proposals and ensure timely follow-through and reporting on all grant requirements.
- Evaluate the possibility of regional expansion and develop a strategic business planning process for expansion into new markets. Begin to build partnerships in new markets.
- Be an external local, state, and even national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

- Identify potential risks and opportunities within the organization and its environment to protect business interests.

Community Education/Engagement/Partnerships/Relationship Building

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction. Collaborate with the Board of Directors to update and implement strategic plans to actualize organizational objectives and mission.
- Actively engage and energize board members, partnering organizations, funders, and other volunteers.
- Develop partnerships with company stakeholders, shareholders, industry regulators, and other relevant parties. Represent BTG at social and corporate events in ways that strengthen the brand and communicate the organization's message.
- Develop and maintain positive relationships with state and local government officials, non-profit organizations, neighborhood organizations, private industry associations, community agencies and coordinate outreach and services in the community. Collaborate with these other entities to achieve program and overall BTG strategic goals.

Other job-related duties as requested and subject to reasonable accommodation.

All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

Qualifications

We welcome candidates who possess most of the required skills and demonstrate potential for growth. Bridging The Gap values lived experiences and prioritizes a willingness to learn. Applicants from historically under-resourced communities that do not typically have a presence in conservation are strongly encouraged to apply; their knowledge of these communities is considered a valuable contribution to this position.

- 5+ years of experience as an executive director, or relevant experience in a related sector.
- A master's degree is strongly preferred; a bachelor's degree is required.
- Strong strategic vision, coupled with attentiveness to detail and follow-through.
- Excellent written and verbal communication skills.
- Strong work ethic and ability to lead by example.
- Demonstrated experience in managing people and multiple programs.
- Leadership and interpersonal skills: ability to inspire, motivate, and unite diverse team members towards achieving common goals. Ability to build and maintain positive relationships with staff, community members, and stakeholders.

- Inclusive leadership skills, including the ability to foster an inclusive work environment, encourage diverse perspectives, and build diverse teams.
- Demonstrated experience in managing people and multiple programs.
- Grant-writing and/or other fundraising experience.
- Innovative problem-solving skills and the ability to foresee and address potential issues.
- Entrepreneurial spirit and self-starter attitude.
- Understanding or experience with managing government contracts and negotiations preferred.

Working Conditions

The Executive Director will work in an office setting and spend considerable time in the community.

Positions Supervised

Four senior leadership team positions at BTG, plus a communications manager

Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance. We offer a competitive vacation and sick leave policy, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Salary range is \$100,000 - \$120,000, commensurate with experience.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply. BTG firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

To apply: Please submit (email preferred) a cover letter* and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
Attn: Glenda Swinton
1427 W 9th St, #201
Kansas City, MO 64101
glenda.swinton@Bridgingthegap.org

**A cover letter is required to be considered for this position.*