

Position Announcement: Executive Director Environmental Education Association of Illinois



Salary: \$20 - \$22/hour

Hours: Approx. 20 hours per week

Application Deadline: August 11, 2022

Estimated Start Date: September 6, 2022

About Us

The Environmental Education Association of Illinois (EEAI) is an independent, member-supported, not-for-profit (501(c) 3) statewide organization. Since 1972, EEAI has worked towards a mission to maintain a vital network that supports and advances environmental education throughout the state.

The Environmental Education Association of Illinois is proud to be an equal opportunity employer. We encourage people who are Indigenous, people of color, LGBTQ+ people, transgender and gender nonconforming people, and people with disabilities to apply.

The Opportunity

The Executive Director (ED) is a part-time position averaging 20 hours per week year-round. The ED will primarily work remotely in Illinois, though occasional in-person work such as workshops or conferences is necessary. The position's schedule is flexible, but the ED will need to be available during regular weekday work hours as well as some evening and weekend hours.

The Executive Director is under the direct supervision of the Executive Committee of the EEAI Board of Directors. The ED supervises the part-time EEAI Program Coordinator.

What You Will Do

The Executive Director will work in six major areas to advance the mission and vision of EEAI:

- **Fund Development** (40% of time)
 - Research, write and submit local community foundation grants on a regular basis to support EEAI facilitators
 - Research, write and submit larger, regional and national grant opportunities
 - Manage grant deliverables
 - Coordinate EEAI's annual fundraising appeal
 - Establish other fundraising methods and sustainable income sources
 - Assist with the financial management of the organization including billing, accounts, reports, audits, organization budgets, project budgets and grant budgets

- **Program Management (20% of time)**
 - Oversee the Program Coordinator position
 - Oversee the planning, implementation and evaluation of the organization's programs and services
 - Assist in coordination of the EEAI Annual Conference
- **Networking & Building Relationships (20% of time)**
 - Develop relationships with other IL EE leaders and state organizations to foster partnerships and increase outreach
 - Participate in local, statewide, regional and national events to elevate the image and messaging of EEAI
 - Serve on regional and national committees
- **Supporting the Board of Directors (10% of time)**
 - Recruit and assist in on-boarding of new board members
 - Provide professional development opportunities for board members
 - Assist in coordination of annual board retreat
 - Attend all board meetings and assist in agenda development
- **Strategic Planning (5% of time)**
 - Participate with the Board of Directors in developing and implementing a vision and strategic plan to guide the organization
 - Ensure the mission and core values of EEAI are considered in all strategic planning for the organization
 - Translate the Strategic Plan into an organizational action plan that establishes necessary action, deadlines and individuals responsible for completing tasks
- **Organizational Culture (5% of time)**
 - Foster a high-energy, goal driven, team-oriented, accountable organization
 - Ensure all activities, programs and policies are equitable and inclusive to all members and Illinois educators.

What You Will Receive

- Ability to work from home
- Ability to set personal schedule with flexible working hours
- Free advanced professional development in national curriculum programs
- Leadership experience in the environmental education and non-profit fields
- Statewide exposure and contacts within both formal and non-formal education communities
- Access to national networks of educators and mentors
- Free travel opportunities to conferences and other training experiences
- Paid Time Off (PTO) will be provided at 20 hours/year. PTO cannot be rolled over if unused. Access to PTO will begin after a 90-day probationary period.

Required Qualifications

- Resident of Illinois
- Valid driver's license and access to fully-insured vehicle
- Reliable, high-speed internet with full computer/home office set up
- Proof of COVID-19 vaccination (per Federal contract requirements)
- Ability to travel as needed to local, statewide and national conferences, trainings, and meetings; all travel expenses incurred will be covered by the organization
- Ability to complete all tasks outlined above in the "What You Will Do" section

Other Desired Qualifications

- Passionate about environmental and human health and wellness
- Skills in leadership and management as they relate to equitable and inclusive practices
- Desire and ability to network, build relationships and work collaboratively with others
- Supervisory experience
- Ability to communicate effectively using a variety of methods and/or platforms
- Demonstrated success in fundraising through grant writing and by building relationships with current and prospective donors
- Ability to prepare and analyze detailed reports as well as enter/review information to ensure accuracy
- Working knowledge of bookkeeping, budgeting and Microsoft Office
- Capacity to learn web-based programs such as membership and registration software, online course hosting platforms, social media platforms and others

Work Environment and Physical Demands

EEAI does not maintain a physical office space. The Executive Director, as well as other EEA board members, work remotely and are required to provide and maintain their own workspace including computer, phone, and any other items needed to successfully complete the duties of the position. There is an office stipend to cover some of the cost of these required items.

While performing the duties of this position, the employee must be able to remain in a stationary position for prolonged periods of time. The employee may occasionally transport up to 40 pounds.

Occasional travel to statewide and national conferences, trainings, meetings and events is required. All required, board-approved travel expenditures are reimbursable.

The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations can be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential functions.

Payment of Services

This is a 20 hours/week, non-benefits eligible, part-time role with potential for expanded hours in the future. The number of hours available will be reviewed annually. Hourly pay is \$20-\$22 per hour, based on experience. \$25/month is provided as a stipend for internet and phone use. Office, equipment and location are the responsibility of the employee.

Application Procedure

Send a cover letter and resume which includes the contact information for three professional references familiar with your work in environmental education to sydonovan@urbanaparks.org. Identify your submission with the subject line "EEAI Executive Director". To receive full consideration, all requested materials must be submitted by the close of **Thursday, August 11, 2022**. For further information about the position, please contact Savannah Donovan at sydonovan@urbanaparks.org

Hiring Process

Applications will be accepted through Thursday, August 11, 2022. We will acknowledge by email that we have received your application. Interviews will take place via Zoom through Friday, August 19. The projected start date for this position is Tuesday, September 6, 2022.

EEAI is proud to be an equal opportunity employer. We strive to increase diversity, equity, inclusion, accessibility and justice in all aspects of our work and organization. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

EEAI recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to our organization. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Changes, including additional duties, may be assigned at any time.

