



## JOB ANNOUNCEMENT

### ASSOCIATE DIRECTOR POSITION AVAILABLE

CBE is a state-wide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: [www.cbecal.org](http://www.cbecal.org).

#### **General Position Summary:**

CBE seeks applicants for an Associate Director position. This is a full-time, regular, and exempt position located in our Oakland office beginning immediately. CBE seeks a well-organized, self-motivated individual with proven skills to cover a wide range responsibilities including fundraising and program support. Work is performed under the general direction and supervision CBE's Executive Director.

#### **Essential Responsibilities:**

Coordinate institutional fundraising (50%)

- Develop and implement annual fundraising strategy, goals and objectives.
- Supervise, support, and manage the work of CBE's grant writers.
- Represent CBE in, and coordinate, meetings with institutional funders.
- Work closely with Executive Director and Development Associate on donor cultivation activities and events.

Provide direct support for CBE programs

- Support CBE statewide programs (30%)
  - Work with each of our triad department directors (Northern California, Southern California, Legal and Research/Science) to help achieve the goals articulated in each department's plans.
  - Help develop and oversee structures and processes such as our organizing model, planning process, professional development, tracking and evaluation.
  - Coordinate annual campaign and department planning and evaluation process.
- Provide direct support for Northern California work (20%)
  - Coordinate closely with CBE's Finance, Human Resources and Operations department to meet Northern California-specific needs (these functions are currently housed in Southern California).
  - Provide administrative support to our Northern California office and staff.
  - When appropriate, represent CBE externally in Bay Area in coalition meetings, partner, ally, and visibility events.
  - Provide logistical support to CBE actions.

**Minimum Qualifications:**

- 3 years of campaign management, including planning and evaluation.
- Demonstrated experience in foundation relations, including a track record of securing \$100,000-plus grants.
- Proven achievement in prospecting, cultivating, soliciting and stewarding individual donors.
- Familiarity with community organizing and popular education.
- Demonstrated commitment to environmental justice.
- Excellent writing and public speaking skills; Spanish language skills preferred.
- Willingness to travel in California and work frequent evenings and some weekends.

Preference will be given to applicants with experience in public interest work, the environmental movement, civil rights, community organizing, scientific training, and/or personal history with communities highly impacted by pollution.

**Compensation:** Salary is commensurate with other California non-profits.

**To Apply:** Submit via email to [jobs@cbeval.org](mailto:jobs@cbeval.org) : 1) cover letter, 2) resume, and 3) list of telephonic references. Position open until filled.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage people of color, women, and all qualified persons to apply for this position.