

### **Job description**

The **Center for Environmental Transformation** seeks an **Executive Director** to manage the operations, finances, and activities of the Center. This position will collaborate with the officers and members of the board and staff to support the Mission, Vision and Goals of the Center.

#### **Responsibilities:**

- ◆ Coordinating retreat programming
  - Marketing, planning, execution and evaluation
- ◆ Coordinate volunteers, together with others
- ◆ Manage the budget
- ◆ Grant writing, together with others
- ◆ Supervise personnel
- ◆ Represent the CFET to Sacred Heart parish, the neighborhood, city and region
- ◆ Report to the President of the Board and the Board of Trustees

#### **Required Education/Experience**

- ◆ BA degree in theology, environmental studies or related fields/MA preferred
- ◆ 5+ years' experience with retreat work, planning and execution
- ◆ 1+ years' experience in grant writing
- ◆ Demonstrated commitment to environmental justice and sustainability
- ◆ Ability to integrate contemporary science, spirituality and environmental issues with the aim of empowering personal and communal change.

#### **Required Skills**

- ◆ Highly organized
- ◆ Able to relate with people of all ages
- ◆ Able to work successfully in a team environment
- ◆ Excellent written, oral communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- ◆ Solid working knowledge of budgeting, business development, and strategic planning
- ◆ Demonstrated ability to implement projects and adhere to established timelines. Must be able to manage projects independently and prioritize tasks.
- ◆ Financial leadership and oversight experience, including accounting, reporting, and cost saving in the non-profit setting.
- ◆ Commitment to volunteer development programs that maximize individual and organization goals.
- ◆ Personal qualities of integrity, credibility, and dedication to the mission

#### **Other necessary characteristics**

- ◆ Flexibility in work schedule
- ◆ Able to work some weekends

#### **Salary commensurate with experience**

**Send resume, cover letter in which you outline your fit for this position, and the names and contact information for three references, including two professional references. Send this material via email to James Hally at [jobs@cfet.org](mailto:jobs@cfet.org) or send via US Mail to the attention of James Hally, CFET, 1729 Ferry Ave., Camden, NJ 08104.**

**Applications will be accepted until April 20, 2014.**