



**Sustainable  
San Mateo County**  
Economy. Equity. Environment.

## **Executive Director**

**Full-time position. Must live in or near San Mateo County**

Established in 1992, Sustainable San Mateo County (SSMC) is a nonprofit dedicated to advancing sustainability in the county while keeping the environment, the economy and social equity in balance. SSMC measures progress on sustainability, identifies sustainability solutions and celebrates sustainability achievements by local government, businesses, individuals and organizations. More info can be found at <https://sustainablesanmateo.org>.

The **Executive Director** leads SSMC and is responsible for promoting the organization, fundraising and overall management of its staff, programs and budget. This person reports to the Board of Directors and will be charged with expanding and optimizing SSMC's operations in order to significantly increase the organization's impact.

This is an excellent opportunity for anyone wishing to interact with sustainability professionals and advance their career with a well-respected nonprofit that has strong connections with leaders throughout San Mateo County. Benefits include paid vacation, holidays and sick leave. SSMC is committed to diversity, equity and inclusion, and supports a healthy work-life balance for its employees.

### **RESPONSIBILITIES**

#### **Board Governance**

- Leads SSMC to fulfill its mission and goals in a manner consistent with its values.
- Provides timely and accurate information to the Board.

#### **Financial Performance and Viability**

- Responsible for fundraising and developing other resources necessary to ensure SSMC's financial health.
- Responsible for fiscal oversight of SSMC and working with the Board to develop prudent budgets.

#### **Organization's Mission and Strategy**

- Ensures SSMC's mission is fulfilled through programs, strategic planning and community outreach.
- In concert with the Board, updates SSMC's Strategic Plan.
- Responsible for overseeing programs that include annual Awards Celebration, Sustainability Ideas Bank, Sustainability Dashboard, Indicators Report and Happy Hours.
- Recruits, trains and manages staff and volunteers.

- Enhances SSMC's image by being active and visible in the community, working closely with public and private organizations, and promoting SSMC's activities and programs.

### **Operations**

- Oversees staff and resources to carry out SSMC's mission.
- Hires and retains competent, qualified staff and volunteers.
- Develops and manages SSMC's annual budget.
- Ensures SSMC complies with all relevant laws and regulations.

### **QUALIFICATIONS**

- Passion for sustainability and commitment to Sustainable San Mateo County's goals.
- Bachelor's degree with major in a sustainability-related field preferred, or relevant experience.
- Expertise in fundraising and donor cultivation in the nonprofit sector.
- At least 3 years of professional experience in a leadership role at a nonprofit. Experience in the sustainability field preferred.
- Able to interact effectively with technical personnel, elected officials and the general public.
- Strong organizational abilities, including planning, delegating and program management.
- Experience in recruiting, leading and managing staff and volunteers.
- Excellent oral, writing and public speaking skills.
- Experience in communications and community outreach.
- Demonstrated budget management skills, including budget preparation, analysis and reporting.
- Dependable self-starter with high integrity.
- Web/computer savvy is essential, including experience with Google Drive. Experience with WordPress, Little Green Light, Tableau, Constant Contact and graphic design software (such as Canva) a plus.
- Willingness to work some flexible hours, including occasional weekends and evenings.

**Salary:** Compensation competitive with small nonprofit organizations, \$100,000 to \$120,000.

**Location:** Employees are currently working remotely, but we expect to transition to an office soon. Must be available for in-person meetings. Must live in or near San Mateo County.

**Benefits:** Paid vacation, holidays and sick leave. SSMC supports diversity, equity and inclusion, and a healthy work-life balance for its employees.

**TO APPLY:** Please send your resume and cover letter indicating your experience and qualifications to: [recruitment@sustainablesanmateo.org](mailto:recruitment@sustainablesanmateo.org) with "**Executive Director**" in the subject line. No phone calls, please.