

Institute for Environmental Solutions (IES)
Executive Director
Job Description

JOB TITLE: Executive Director

GENERAL DESCRIPTION: The Executive Director is the chief operating officer (COO), chief financial officer (CFO) and chief executive officer (CEO) of the Institute for Environmental Solutions (IES). The Executive Director is responsible to the Board of Directors (BOD) to implement the strategic goals and objectives of the organization and to provide direction and leadership toward the achievement of the organization's philosophy, mission, and strategy.

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities and Duties:

- Provide leadership to all volunteers and contract staff members pursuant to the direction of the BOD.
- Create and maintain an annual plan. Plan and implement strategic organization goals and project objectives aiming to provide value to the community, IES members, associates, and interns.
- Oversee project development and supervise implementation.
- Recruit and supervise associates, interns, and contract staff.
- Manage the organization's budgets and report to the BOD on the organization's revenue and expenditures.
- Fundraise successfully to support the administrative and management functions of IES at a minimum.

Leadership:

- Coordinate and facilitate the annual development or revision of IES's projects, budgets, and strategic plan.
- Identify and recommend fundraising and development opportunities consistent with IES's mission.
- Work with IES associates, interns, contract staff, and strategic partners to plan and deliver value to our contributors and grant providers.
- Assist the BOD in identifying and recommending new members to the Board who are consistent with IES's goals and objectives.
- Help represent IES to its stakeholders, grant providers, and funders.
- Identify and recommend to the Board strategic alliances with other organizations that are consistent with and further IES's mission and goals.

Management:

- Staff the project teams with qualified associates and interns for IES's programs.
- Manage the execution of the terms and conditions of approved grants and contracts.
- Support and coordinate IES's approved committees, as required, to ensure their effectiveness.
- Represent IES in a professional manner in the community and to outside organizations.
- Train and supervise project managers.
- Conduct staff performance reviews and exit interviews.

Administrative:

- Oversee supply inventories for IES projects.
- Review and approve grant proposals.
- Maintain current contact list of the BOD, committee memberships, interns, contractors, and associates of IES.
- Support and attend IES's BOD meetings. Duties include scheduling meetings as required, preparing draft agendas, and assisting the BOD Secretary in keeping, posting and distributing minutes of the BOD meetings.
- Manage BOD meeting calendar.
- Work with website designers on the ongoing maintenance and updates of IES's web page.

Projects:

- Approve project budgets and annual strategic plans.
- Review and approve project progress reports as provided for in the strategic plan and budget.
- Communicate with IES's internal and external stakeholders on project planning and implementation.
- Delegate as needed activities, meeting planning, and project staff roles to project managers.

Financial:

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- Regularly report budget status to the Treasurer and Board.
- Work with IES Administration Director to review IES financial reports and maintain accounting books in a standard and recognized format as approved by the Board. Coordinate same with the Treasurer of the Board.
- Review tax forms and supporting information as required annually to the Internal Revenue Service to maintain IES's 501(c)(3) status.
- Invoice, receive and account for grants, donations, expenditures, and contracts.

Legal:

- Maintain IES by-laws.
- Submit the Annual Charitable Solicitation Registration Renewal to Colorado Secretary of State's website.
- Submit the Annual Business Report to the Colorado Secretary of State's website.

Desirable Qualifications:

- Relevant undergraduate and graduate degree(s) and related environmental management experience.
- Experience managing staff members in a supervisory role.
- Experience working with diverse stakeholder groups (public, private and governmental).
- Innovative, organized, self-motivated, with ability to manage many tasks at once..
- Can work both independently and in team settings.
- Excellent interpersonal skills.
- Social media communication skills.
- Excellent oral and written communication skills.
- Meeting management and facilitation skills.

Compensation: Based on a technical and cost proposal submitted to and approved by the Board of Directors annually.

The Institute for Environmental Solutions (IES) is a small nonprofit based in Denver whose mission is to deliver scientific solutions to improve our health and environment. IES's vision is to create efficient ways of dealing with complex environmental problems. IES strives to prevent waste and unwanted side effects, provides opportunities to optimize environmental improvements and reduces energy consumption and greenhouse gas emissions through a unique technical, multi-disciplinary approach. By engaging a broad spectrum of participants in examining these problems on a project basis, IES will develop sound, cost-effective solutions.

An urgent need exists to find, test, and implement sound scientific cost-effective solutions to complex environmental problems. By addressing environmental issues with a multi-disciplinary technical approach, we can prevent waste and unwanted side effects, and provide opportunities to optimize environmental improvements, and reduce energy consumption and greenhouse gas emissions. IES has identified critical multi-faceted environmental problems that are not being adequately addressed. We seek to engage a broad spectrum of participants in examining these problems on a project basis and developing sound, cost-effective solutions. Further information about the organization can be found on our website: <https://www.i4es.org>

Day to Day: Time Requirements

ONCE A YEAR

Each project team Annual Plan: Work with each project team to develop a detailed plan for mission, goals, and objectives to be accomplished. Make sure objectives are SMART.

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Financial: Supervise Admin Director in all details of completing the following.

1040 Forms for every staff member and contractor, due in January.

IES Income Tax Report: Prepare IES Form 990; careful review and revisions as needed; review by Board President and Treasurer; signed by Board President or Treasurer; submitted on time to IRS and Colorado Secretary of State. Due May 15.

Finalize annual budget: Draft annual IES budget in the fall; review, revision, approval by the Board.

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IES Annual Report: Plan, organize, supervise preparation, graphic design, printing, distribution (snail mail and email).

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AS NEEDED

Financial:

Project budgets according to grants: Train each project manager to prepare a working budget for each grant awarded. Make sure the terms of the grant and the budget are followed diligently.

Review in detail every month.

Administrative and fundraising budget: Organize and manage the administrative and fundraising budget. Review in detail every month.

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Grants awarded:

Analyze each grant awarded. Determine compliance requirements. Assign to project manager.

Make sure every step of the grant is followed. Make sure every report is drafted, reviewed, revised and submitted on time.

Communicate regularly and diligently with each grantor.

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Fundraising:

Plan, organize, draft, implement one, two, or three fundraising mailings to snail mail and email contact list of about 1200 contacts each year.

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Maintain IES affiliation with King Soopers Community Rewards and AmazonSmile.

Maintain IES participation in ColoradoGives.org, Community First Foundation, Colorado Gives Day. Organize and implement major fundraising outreach to raise donations on Colorado Gives Day.

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Two Checking accounts:

Manage all IES funds through 2 checking accounts. Deposit checks. Pay all bills and contractor (team member) invoices. Monthly balance.

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IES Visa credit card:

Manage payments for supplies with IES credit card. Pay the bill in full every month. Alana Burrow also has a credit card.

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QUARTERLY

Project Steering Committee meetings: Plan and schedule quarterly Project Steering Committee meetings. Direct meeting organization, agenda, implementation. Always look for additional potential Steering Committee members. Oversee meeting follow-up.

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E-newsletter: Plan and schedule quarterly IES e-newsletter. Direct preparation of content, graphic design, and distribution (administrative director).

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MONTHLY OR BI MONTHLY

Joint team meetings. Supervise planning and implementation of joint team meetings.

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Management meetings. Organize and run bi-monthly meetings with management staff members.

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Board actions. Meet with Board President to review action list and plan Board meetings. Report to Board as needed and requested.

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WEEKLY

Phone or video meeting individually with each key staff member (project team leaders, program managers, admin director). Review tasks, performance, staff members, agendas.

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Review work progress for every single team member. Conduct weekly phone updates with selected team members.

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Project team meetings. Attend both project team meetings each week.

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Document review. Review and revise team meeting agendas; team emails; stakeholder emails, grant applications research, outlines, drafts; project research; staff and contractor communications.

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PROJECTS

Supervise and oversee detailed planning, organization, and implementation of all funded and proposed projects. Make sure they are implemented correctly, accurately, and with a solid commitment to a scientific foundation and to IES's mission.

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SPECIAL PROJECTS

These are typically one-time and/or annual events with stakeholders, such as Xcel Energy Day of Service and DaVita Earth Day. See PROJECTS responsibilities above.

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IES WEBSITE, SOCIAL MEDIA, INTERNET, GOOGLE

Manage the IES website internet hosting, including all relevant domain names and IES email aliases for all team members. Make sure domain registration is kept up-to-date.

Manage the IES website, including updating with reports, newsletters, personnel, and content. Coordinate with IES webmaster, Danielle Granquist (contractor).

Direct the IES social media presence on 4 current platforms (Facebook, LinkedIn, Twitter, Instagram). Review every single draft social media post to make sure it maintains IES standards.

Oversee organization and management of the IES Google Drive. Make sure ALL IES documents are saved, posted, and organized. Oversee the IES Google ads grant.

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INTERNS AND STAFF MEMBERS RECRUITING

Job announcements for university postings, Idealist, Conservation Job Board, Colorado Nonprofit Association: Maintain and improve job announcements for IES Graduate Interns and Volunteers on all relevant websites according to specified frequency (universities, Idealist quarterly; Conservation Job Board every 2 weeks; Colorado Nonprofit Association every 5 weeks).

Review all applications. Respond to all applications with rejections for those that are not qualified and request for writing sample to those who appear qualified. Review writing samples; set up interview if interested; include one team leader. Request references. Review references. Applicants visit team meetings if they look good. Follow-up after meeting visit.

If accepted, arrange orientation details.

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IES AFFILIATIONS

IES is a member of Colorado Nonprofit Association (Ms. Gerry Rasel) and Spark the Change Colorado. Maintain these two memberships. Follow the organization news via email.

IES is a member of 1% for the Planet. Maintain membership and follow emails.

Follow emails from nonprofit friends:

Colorado Tree Coalition

Colorado Alliance for Environmental Education, Katie Navin, Executive Director

INSTITUTE FOR ENVIRONMENTAL SOLUTIONS

Community Resource Center
Water Education Colorado
Joining Vision and Action Consulting
Alliance for Community Trees
The Colorado Watershed Assembly
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