

**POSITION ANNOUNCEMENT**  
**CALIFORNIA ReLeaf**  
**Executive Director**

California ReLeaf, based in Sacramento, California, is celebrating its 25<sup>th</sup> anniversary in 2014. With a vibrant mission to empower grassroots efforts and build strategic partnerships that preserve, protect, and enhance California's urban and community forests, California ReLeaf is a statewide leader in promoting alliances among nonprofit and community-based groups, individuals, industries, and government agencies, encouraging each to contribute to the livability of our cities and the protection of our environment. California ReLeaf is the State's designated Volunteer Coordinator for urban forestry in partnership with the California Department of Forestry and Fire Protection (CAL FIRE) and the USDA Forest Service. California ReLeaf's current programs and services include:

- Coordinating and informing the California ReLeaf Network
- Administering grant programs
- Providing education, outreach and advocacy materials that advance California's urban and community forests
- Networking with and serving on statewide boards, committees and programs to integrate urban tree canopy goals, including education, planting and care, into existing and future statewide programs and goals

**About the Opportunity**

The California ReLeaf board is seeking a strong leader with a passion for empowering California nonprofits. The time is opportune for advancing an expanded vision for urban forestry grassroots efforts in California. The board and staff share a sense of urgency about the importance of trees and nature for the quality of life of increasingly urban California populations. The executive director, with guidance from the board, will lead the staff in broadening California ReLeaf's reach, strengthening its impact and widening its funding base. The Executive Director will be the Chief Executive Officer of California ReLeaf, reporting to the ten member, statewide Board of Directors, and be responsible for the organization's consistent achievement of its mission and financial objectives. Key responsibilities include:

**Vision, Strategy and Planning**

- Develop strategic plans, budgets, fundraising plans and other organizational support documents for the Board of Directors and Committees.
- Provide inspirational leadership to engage and motivate ReLeaf's five member staff, board, the ReLeaf Network members and the broader community.
- Regularly communicate with the Board on all aspects of the organization's performance.

**Financial and Organizational Leadership**

- Ensure that ReLeaf operates in a financially sustainable manner.
- Work closely with the Board of Directors and its committees to ensure strong and appropriate fiduciary oversight, governance and engagement.
- Oversee California ReLeaf's programs; including strategies, plans, contracts, and budget.
- Promote a culture that attracts, maintains, and motivates top-quality staff and volunteers.
- Ensure that all appropriate policies are in place, adhered to, and reviewed annually.

**Programmatic Impact, Outreach and Communications**

- Oversee and work closely with staff to implement programs related to education and outreach, grant administration, California ReLeaf Network services, and public policy.
- Develop and strengthen working relationships with California ReLeaf partners and stakeholders.

- Serve as the spokesperson for California ReLeaf through presentations, written communications, and contact with potential and current funders.

### Revenue Generation

- Work closely with the board and development staff in major donor fundraising efforts.
- Oversee the creation and implementation of marketing strategies to strengthen community perception and support.
- Work closely with the board and development staff to maximize contributed revenue from all sources, including foundations, government agencies, individuals and corporations

### **Qualifications**

The board is seeking an experienced manager of people with strong leadership skills and a history of success in harnessing others to achieve shared goals.

- Bachelor's degree required. Advanced degree preferred.
- Excellent leadership, relationship building and communication skills.
- Fundraising and grant administration experience required.
- Ability to travel, work flexible hours, including occasional nights and weekends as necessary.
- Nonprofit experience preferred. Minimum of three to five years supervisory and management experience preferred
- Knowledge and interest in urban greening, forestry, or sustainability and in empowering local and regional efforts statewide.
- Knowledge of budgeting and accounting.

### **Salary and Benefits**

Full Time, exempt position, salary commensurate with experience. Full and comprehensive benefits package available. Though candidates from beyond the northern California area are encouraged to apply, it is not anticipated that relocation and housing assistance will be available.

**Application Deadline: August 7, 2014 or until position is filled.**

**Confidential Application Process:** Email to [ReLEAFED2014@aol.com](mailto:ReLEAFED2014@aol.com) with "ReLEAF Executive Director" in the subject line. Inquiries are welcome and should be directed to Maridel Moulton at Organizational Development in Moraga, CA (925.376.6757). A complete application must include: a cover letter summarizing interest, qualifications, relevant experience, compensation requirements and a current resume. For more detailed information on California ReLeaf please visit our website at [www.californiareleaf.org](http://www.californiareleaf.org).

*California ReLeaf is an equal opportunity employer and will not discriminate in employment, promotion, or compensation on the basis of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, gender identification, color, marital status, medical condition or any other characteristic protected by state or federal law.*