



Georgia WAND Education Fund, Inc.

250 Georgia Ave, Suite 202, Atlanta, GA 30312 | Phone: (404) 524-5999 | www.georgiawand.org

Georgia WAND
Executive Director Job Description
Full time- 40 hours a week
Remote working during pandemic

About Georgia WAND: A statewide, women-led, grassroots organization, Georgia WAND educates the public and decision makers about the need to reduce public spending on nuclear energy and weapons and redirect spending toward unmet human and environmental needs. We work toward systemic change focusing on the leadership and participation of people who have been historically oppressed by white supremacy and global corporatization.

We support our constituents addressing their community concerns by providing issue education, leadership training, and engagement opportunities with different agencies and public officials on budget and policy intervention points; conducting research; conducting grassroots organizing and civic engagement efforts; and participating in coalitions. Our operational budget is approximately \$500,000. We currently have 3 full-time staff members: 2 located in Burke County and 1 located in Atlanta. We also have 3 consultants: 2 located in Atlanta and 1 located in Burke County.

Georgia WAND organizes around the following key issues:

- Environmental contamination from the nuclear industry, such as: waste from legacy warhead production and current stockpile maintenance; the modernization of the U.S. nuclear weapons program; and the expansion of nuclear energy;
- High levels of Pentagon budget allocations versus low allocations for human and environmental needs;
- The lack of political representation, voting/voices, and public involvement of women, Black, Indigenous, and people of color, young people, formally incarcerated and new immigrants;
- The South's burden of an unsafe, hazardous, and dirty nuclear energy future versus investment in clean energy technologies;
- Systemic violence domestically and internationally, especially against Black, Indigenous, and people of color, immigrants, and women;
- The establishment of unity, reconciliation, and alternatives to violent conflict; and
- Advocating for environmental equity and issues that impact environmental Justice in Rural and Urban communities.

Georgia WAND co-designs strategies with people in communities who are directly affected by our focus issues and we follow their leadership. Our constituency spans age, race, geography, and other markers of difference. We are working to be inclusive of all women of color, transgender women, women throughout the state, working women, and young women. As an organization of action, we raise our voices to speak out against injustice. We take our passion, knowledge, and experiences to the streets, the classrooms, the boardroom, the capitol steps, the state legislative body, the halls of Congress, and beyond.

Job Description

The Executive Director will develop and implement the organization's strategic direction and work hands-on with staff and Board members to align new strategies with all aspects of the organization's program, fundraising, and administrative activities.

The Executive Director will play a key external role, promoting the organization's work and cultivating relationships with a diverse range of supporters and stakeholders. At the same time, the Executive Director must oversee the nonprofit business operations, generating sound decisions and delegating responsibilities to ensure that the organization delivers results.

Position Responsibilities

Operations

- Develop and implement a strategic plan that meets Georgia WAND goals and objectives created in partnership with the Board of Directors
- Manage the implementation of the strategic plan while monitoring progress and developing recommendations for adjustments to maximize on opportunity and mitigate unforeseen issues
- Ensure commitment to and compliance with all applicable laws and regulations across the organization
- Responsible for planning, organizing, and managing direction of the organization's operations and programs
- Develop and implement policies, procedures, and operational reporting/metrics
- Oversee all financial and accounting functions including those necessary for auditing, budgeting, financial analysis, reporting and payroll while maintaining fiscal integrity and financial reporting that accurately reflects the organization's financial viability
- Work with the board leadership to develop members related to recruiting, engaging their networks, and fundraising
- Engaging and empowering a team while leveraging their expertise, ideas and lived experience
- Other duties as assigned

Team Development

- Recruit and develop a team to carry out the work of Georgia WAND
- Create a culture of respect, transparency and communication throughout the organization, along with systems and communication tools to ensure an efficient team
- Human resource management including but not limited to hiring, managing delegating appropriate responsibilities, teambuilding, coaching, problem-solving and evaluation
- Working cooperatively and effectively with partners, staff members, community members, and board team to build consensus, set goals, resolve problems, and make decisions that enhance organizational effectiveness

Resource Development and Communications

- Develop and coordinate fundraising campaigns for organizational expansion
- Work with the Board on the development and implementation of a fundraising strategy that will position the organization to sustain and potentially grow its budget

- Identify, secure and manage grant funding including grant writing and reporting
- Cultivate, leverage and manage diverse relationships with community members, community-based organizations, elected officials at all levels of government, charitable foundations and other funding sources
- Develop, document, and implement a marketing and public relations strategy to educate, advocate and build awareness resulting in donor support
- Dedication and commitment to diversity and inclusion in all its forms with experience leading diverse groups of stakeholders to achieve a common goal.
- Oversee all communications and marketing, including press outreach, social media, and advertising campaigns

Requirements

- Bachelor's degree required
- A minimum of two years demonstrated success in fundraising. Preferable experience includes cultivating individual donors, grant and foundation management, peer-to-peer campaigns, event management and digital fundraising
- Experience creating and managing a budget with thorough understanding of financial functions and reporting. Experience in QuickBooks preferred
- At least 5 years of management experience in organizations and/or community-based organizations
- Proven ability to think strategically and plan with ability to visualize, create, and carry forward the organization's strategic future to the staff, board, donors, volunteers and partners
- Demonstrated knowledge, awareness and commitment to inclusion, diversity, social justice, equity and access
- Strong leadership skills with proven social and emotional intelligence
- Expertise in environmental justice policy and climate change policy
- Knowledge and experience working in rural and urban communities
- Commitment to racial equity and dismantling white supremacy
- Experience in community and grassroots organizing and relationship building
- Ability to advocate for environmental equity in rural and urban communities
- Excellent public speaking and written communication skills with a strong attention to detail
- Excellent technology and social media skills

Compensation

Compensation includes a competitive salary and benefits package. The salary range is \$60,000 to \$75,000, depending on a combination of skills, qualifications and experience. Benefits include: paid sick, holiday, and vacation days, health and dental insurance for employee, and optional coverage of family members (at employee's expense).

To Apply: Send a resume, cover letter, writing sample, names and contact information of three professional references, and salary requirements to Stephanie Flowers & Maddy Frey, Co- Chairs, at info@georgiawand.org . Applications will be accepted until Wednesday, March 31, 2021.

Women-identified people of color are encouraged to apply. Equal employment opportunity and having a staff reflective of the communities we serve are fundamental principles at Georgia WAND, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.