



**FLORIDA CONSERVATION VOTERS
Executive Director
JOB DESCRIPTION**

Status: Exempt, full-time

Reports to: FCV and FCV Education Fund Boards of Directors

Florida Conservation Voters (FCV) is a statewide advocacy organization that works to turn environmental values into local and state priorities. We seek to elect conservation leaders to state and local offices. We build power to protect our environment, protect our democracy, and create a healthy and sustainable future for everyone. We do this by educating and organizing people to take action, holding elected officials accountable, and advancing just environmental policies.

FCV's Executive Director sets the vision for political action for Florida's environmental future, builds partnerships to fight for the future, and raises the money to bring new tools to the fight for a cleaner, healthier, and more just Florida. As such, the Director leads all the activities of Florida Conservation Voters (501c4), Florida Conservation Voters Education Fund(501c3), Florida Conservation Voters Action Fund, and Citizen Participation Project.

The Executive Director reports to the Board of Directors of FCV for 501c4 and political activities and to the Board of Directors of FCVEF for 501c3 activities.

JOB RESPONSIBILITIES

- **Politics and Lobbying**
 - Maintain expertise on both the political landscape and the state of environmental protection in order to identify opportunities for new programs or new legislation.
 - Identify pro-environment candidates to recommend to the board for endorsement.
 - Create coordinated or independent expenditure campaigns for supported legislative or statewide candidates.
 - Build strong relationships with elected officials, appointed officials, and major political players in the state.
 - Set organizational lobbying strategies and goals while supporting other organizations' lobbying efforts whenever possible.
 - Oversee fundraising for and design and implementation of direct mail, phone, and digital lobbying programs and accountability tools.
- **Fundraising**
 - Lead all fundraising activities for the 501C4, 501C3, Action Fund, and CPP.
 - Build relationships with major donors and manage asks and cultivation.
 - Convene and coordinate individual political donors who share the organization's goals.
 - Earn the respect of foundation funders and serve as a political advisor to them whenever possible.

- Innovate new projects to match funder interests to the needs of the organizations.
 - Approve online and mail solicitations and participate in most fundraising events.
- Partnerships and Coordination
 - Strive to become the most trusted and impactful political partner to Florida's environmental movement and the most respected and influential environmental partner to Florida's political community.
 - Facilitate change through partnering with historically disenfranchised communities to protect Florida's natural resources and vote positively on and for environmental issues and candidates.
 - Maintain crucial partnerships with key allies.
 - Work to strengthen relationships and learn from our national Conservation Voter Movement peers.
- Organizational
 - Develop and implement strategic plans and budgets under the oversight of the Boards and with the input of the staff.
 - Design, fundraise for, and implement new programs to meet strategic goals.
 - Recruit diverse staff, board, and membership to accurately represent Florida's communities.
 - Communicate regularly with Board members and oversee the preparation of Board materials and regular Board meetings.
 - Serve as the face of the organization to the press and via other communications outlets, and approve communications to members, the press, and the public.
 - Lead organizational commitment to Diversity, Equity, Inclusion, and Justice and work to expand the political and environmental communities' commitment to those values.
 - Work with accountants and attorneys to ensure tax and legal compliance.

QUALIFICATIONS AND CHARACTERISTICS

The successful candidate will bring many of the following professional experiences and attributes:

- Passion for and demonstrated commitment to the missions and values of the FCV family of organizations.
- Knowledge of and the ability to positively impact Florida's political and electoral processes.
- Knowledge of Florida's environmental and conservation issues and policy solutions for addressing them is essential.
- Professional experience in the environmental advocacy space is highly desired.
- Exemplary organizational leadership and management skills: experience defining clear roles and responsibilities, establishing transparent shared decision-making processes and channels, laying out plans with key metrics and deliverables, and executing against those deliverables.
- Adept at fostering dialogue with multiple constituencies, building coalitions, and achieving results through influence, empowerment, and understanding of the dynamics of difference and privilege.
- A demonstrated commitment to diversity, equity, and inclusion; track record of successfully advancing positive change in a complex environment.

- Proven record of fundraising success, relationship development, and ability to passionately communicate the vision and relevance of the mission with potential supporters and prospective donors.
- A record of building and maintaining partnerships and coalitions and advancing an organization's public profile and reputation.
- Comfort navigating ambiguity and communicating around divergent and competing priorities.
- Experience working in the context of an advocacy organization is desired.
- Experience working with affiliated 501(c)(3) and 501(c)(4) organizations is a plus.

This is a full-time, salaried position, working remotely but based in Florida.

Benefits:

FCV provides full-time staff with benefits including vacation and sick time, a health reimbursement arrangement that covers roughly 50% of insurance costs, paid extended leave, a \$400 yearly technology stipend, and, after two years of employment, a retirement savings plan.

Working Conditions:

Ability to work some evenings with the possibility of travel. The location of the position is flexible, with preference given to Tallahassee.

To Apply: Send your resume and a cover letter explaining why you want to work for FCV and how this position fits into your long-term career goals to brittany@fcvoters.org. Please include "Executive Director" in the subject line. Position open until filled. Salary is commensurate with experience and geography, ranging from \$120,000 to \$165,000.

FCV is an Equal Opportunity Employer Committed to an Equitable, Inclusive and Diverse Workplace.