



## **EXECUTIVE DIRECTOR**

Location: Madison, WI

Midwest Environmental Advocates (MEA) is a non-profit, public interest environmental law center that protects public rights for clean water, air, land and government for this generation and the next. MEA furthers environmental justice by providing legal and technical services to grassroots community groups and through collaboration with organizational partners. MEA serves and supports communities with environmental problems while building capacity at the local level for self-advocacy because we believe that everyone has the potential to make a difference in our environmental future.

We are seeking a passionate and strategic leader who is committed to building upon Midwest Environmental Advocates' 20-year legacy of protecting public rights. A successful candidate will grow and strengthen the organization through advancement of the organizational vision, effective management, strong communication, and resource development.

### **POSITION RESPONSIBILITIES**

#### **Strategic Governance:**

- Lead the Board of Directors and staff to create a 3 to 5-year strategic plan and develop key metrics to measure annual success
- Ensure maximum utilization of the Board of Directors by holding effective quarterly board meetings, participating in board committees, and assisting in the development of a diverse and active board
- Develop and collaborate with the Council of Advisors through meetings and consultation with individual advisors as needed to enhance the work of MEA
- Provide direction on legal and policy strategy in conjunction with the Advocacy Committee and staff attorneys

#### **Organizational Impact:**

- Increase our regional and statewide presence and effectiveness by expansion and diversification of clients and donors
- Understand the landscape of environmental issues in our region by effectively engaging with partner organizations, grassroots community groups, and key government officials
- Increase public awareness of MEA

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

- Work with the Board of Directors and accountant to create an annual budget
- Manage the day-to-day operations of MEA through appropriate allocation of resources
- Grow the budget and increase the operating reserve by maintaining existing grantors as well as identifying and developing new grant opportunities to enhance our programmatic priorities
- Identify new sources of income for the organization through fees and other related opportunities
- Work in partnership with the Director of Development & Marketing to increase individual contributions

## **Organizational Operations:**

- Maintain the organizational integrity of MEA through careful hiring, retention of key staff members, and management of staff's professional development
- Maintain the culture of MEA through open communication and a flexible, inclusive, and cooperative work environment
- Manage and advise legal team

## **DESIRED QUALIFICATIONS**

- Five years organizational leadership experience including development, implementation, and evaluation of a strategic plan
- Legal degree preferred but will consider individuals with extensive policy or other legal experience
- Environmental or science background
- Demonstrated management experience in creating and maintaining a complex budget
- Proven ability to maintain positive, flexible working environment through effective hiring and open communication with staff
- Exceptional oral and written communication skills
- Non-profit fundraising experience with demonstrated track record of success
- Experience communicating to a variety of audiences through speaking engagements, public events, and media
- Experience working with diverse community groups
- Commitment to racial, gender, and class inclusivity, as well as geographically diverse work
- Knowledge of regional environmental landscape

## **COMPENSATION**

Compensation is dependent on experience and qualifications. In addition, MEA offers a generous benefits package including medical, dental, long-term disability, and a retirement plan with employer match. Flexible Spending Accounts for medical, childcare, and commuter expenses are also available, as well as very generous paid time off.

## **HOW TO APPLY**

Applications will be considered on a rolling basis until position is filled. Interested applicants are encouraged to apply by submitting a cover letter, resume, and three references to [advocate@midwestadvocates.org](mailto:advocate@midwestadvocates.org) or by mail to:

Midwest Environmental Advocates  
ATTN: Lauren Rudersdorf  
612 W. Main St, Suite 302  
Madison, WI 53703

*Midwest Environmental Advocates is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*