



Position Available: Dream in Green Executive Director

Dream in Green (DIG) is a Miami-based, 501(c)(3) non-profit organization that was established in 2006 to empower individuals to respond to climate change and other environmental challenges facing local and global communities. DIG assists diverse organizations, including schools, households, local governments and businesses to reduce their environmental footprint. Through establishing partnerships in our community, we develop, implement and oversee educational programs and workshops that promote environmentally sustainable behaviors among all age groups, with a particular emphasis on K-12 students. To date, DIG's programs have served 292 unique schools and 88,866 individuals, roughly 66,675 of which were K-12 students. Our partner schools have helped to conserve 23.2 million kilowatt hours of electricity, which saved 2.3 million dollars and reduced or offset 35.4 million pounds of carbon emissions.

DIG seeks a highly motivated and responsible professional to lead the organization and promote a positive and rewarding work environment for all staff. The Executive Director is responsible for the effective implementation and expansion of all educational programs and projects. The successful candidate will oversee all financial and administrative tasks, including the organization's development and marketing plans. Fundraising, through events and grants, is an important aspect of this position and the ideal candidate will bring experience and a prior track record of success in this area. This position currently manages a team of three employees and reports to the DIG Board of Directors.

Primary Responsibilities

Program Management

- Lead, manage and evaluate all programs of the organization, including the Green Schools Challenge, DIG Academy and Water and Energy Learning and Behavior (WE-LAB) program.
- Coordinate the development and delivery of other applicable programs and projects as needed.
- Supervise program staff, interns and consultants accordingly.

Fundraising

- Lead all development and fundraising activities of the organization, including corporate sponsorships, grant writing, individual donations, fundraising events, etc.
- Design, implement and monitor an annual development plan outlining fundraising goals, activities and timeline for completion.
- Manage grant writing and reporting efforts, including but not limited to the following: writing proposals; maintain agreement documentation to ensure fulfillment of terms including receipt and expenditure of funds; design and monitor an annual grant application schedule; ensure all grant applications are completed in a timely manner; and conduct ongoing foundation/donor research, and process and steward all gifts.
- Manage the development, planning and delivery of DIG fundraising events; supervise



board members and volunteers involved in supporting the events; and manage the database of all DIG contacts and ensure that attendance and donations are tracked.

Operations

- Supervise all fiscal and budgetary activities; develop and maintain sound financial practices as needed; prepare and review budgets; manage income/expenditure accounting and reporting; and prepare and present monthly financial reports to board of directors.
- Supervise the internal processes at DIG related to recruitment and employment of all personnel (staff, interns, volunteers and consultants) pursuant to DIG policies and procedures; develop formal policies and job descriptions and ensure regular performance evaluations are held.
- Manage the daily operations of the DIG office, including purchasing supplies, paying bills, and maintaining appropriate legal requirements.

Board Related

- Work closely with the Board Chair to ensure the recruitment, retention and supervision of a productive, professional Board of Directors.
- Assist the Board of Directors as needed with organizing board meetings, and preparing quarterly reports and updates for such meetings.

Communications

- Serve as the primary spokesperson for DIG in the community; cultivate relationships with foundations, individual donors, community partners, government officials, and the media.
- Manage internal and external written communications; update DIG's website; coordinate newsletters and/or periodic updates for various stakeholders; conduct official correspondence.

Required Qualifications & Skills

- At least four years of experience in nonprofit organizational management.
- At least three years of fundraising experience, including grant writing experience.
- At least two years of experience in organizational budget management.
- Paid or volunteer experience that demonstrates a commitment to environmental sustainability and/or environmental education.
- Exceptional interpersonal skills - must be collaborative in nature.
- Excellent oral and written communication skills.
- Strong project management, administrative and organizational skills.
- Independent and efficient time management.

Preferred Qualifications & Skills

- Master's degree in nonprofit management or business administration, environmental studies, sustainability, or communications.
- Specialized fundraising skills in one or more of the following areas: public or private grants; sponsorship programs; fundraising events; or fundraising campaigns.



- Board development experience.
- Proficiency in basic WordPress and Constant Contact.
- LEED Green Associate certificate.

Please send resume, cover letter and salary requirements to HR@dreamingreen.org

Compensation for the position consists of a competitive salary, a performance-based annual bonus, and benefits package, which includes paid vacation and health insurance related benefits.