



# Sustainable Lawrence

EARTH · LIFE · COMMUNITY

*Sustainable Lawrence is a 501 (c)(3) nonprofit organization dedicated to motivating citizens and institutions in Lawrence Township, NJ to cooperatively develop and implement policies and practices that fulfill the principles of sustainability. The staff, board and volunteers provide information and opportunities for township residents to examine and reduce their environmental impact while building community. Established in 2006, Sustainable Lawrence is recognized as a model organization for other municipalities seeking to build more sustainable communities. Sustainable Lawrence seeks to foster a diverse and inclusive environment for staff as well as for residents wanting to learn more about sustainability.*

Sustainable Lawrence seeks a full-time **Executive Director** to oversee the operations and management of this growing organization. The Executive Director reports to the Executive Committee and the Board of Trustees. The Executive Director is responsible for building infrastructure and networks to deliver events and programming that educate, engage and empower residents to modify their environmental impact and connect with their neighbors in an enriching way. We are seeking to move from part-time/volunteer staffing to full time, professional leadership.

**Key Responsibilities include:**

- *Organizational Development:* Expand the breadth and depth of SL's organizational capabilities, so that we can execute well at our current scale but still build for growth and respond quickly to new opportunities.
- *Fund-Raising:* Build a wide, deep, and growing base of financial support for SL from all practical funding sources, including individuals, businesses, foundations, and governments. Efforts should be divided between acquiring new donors and increasing contributions from existing donors. Cultivate a stable, renewable funding base that covers administrative and program development costs.
- *Programming:* Supervise the development, funding, and maintenance of SL programs, while inspiring volunteers and board members to take on implementation tasks. Pursue activities that will be visible in and benefit all of the diverse segments of the Lawrence community. Quantify results.
- *Institutional Relations:* Develop SL as a leader in building productive, collaborative relationships with other relevant institutions, including governments, colleges and universities, associations, and non-profit peers at the municipal, county, and state levels.
- *Administration:* Manage the SL organization efficiently and professionally, developing and implementing a strategic plan with the oversight of the governing board.

**Key Skills / Knowledge / Abilities include:**

- Broad fundraising ability, including direct solicitation as well as grant seeking and writing
- Excellent communication and presentation skills
- Familiarity with municipal government and other nonprofit organizations
- Ability to motivate, organize and inspire volunteers

**Qualifications:**

- Management experience, preferably with a nonprofit agency.
- A track record of accomplishments in fundraising, social entrepreneurialism, strategic planning, financial management, and relationship-building with a Board of Directors and with external stakeholders.
- Knowledge of Lawrence Township and Mercer County, NJ
- A personal commitment to sustainability and a practical understanding of the complementary interactions of social, economic and environmental factors in modifying our relationship to the earth.

**TO APPLY:** Please email your resume and a cover letter to [SLExecutiveDirector@gmail.com](mailto:SLExecutiveDirector@gmail.com).

**Additional Information:**

Our current and founding Executive Director has announced his retirement for December 2010. Along with a dedicated board, the current director has worked part-time to establish Sustainable Lawrence as a widely recognized organization that is poised to have impacts far beyond the borders of our municipality. For more information about Sustainable Lawrence, please visit our website, [www.sustainablelawrence.org](http://www.sustainablelawrence.org).